

# Ray Carroll Fuels, LLC

## NEW DATE OPTIONS TO PAY YOUR STATEMENT AUTOMATICALLY

Ray Carroll Fuels, LLC is expanding your options to make it more convenient for you to pay your bill. Please read below for instructions to implement auto bill pay for your monthly Ray Carroll Fuels bill and your automatic Budget Level Pay plan for propane.

### ACH Payment Form Instructions

Ray Carroll Fuels, LLC has available for customers the use of Automated Clearing House (ACH) payments. The form to complete to auto pay your Ray Carroll Fuels account is enclosed. When completing this form, please provide RCF your email address. Your email address will allow RCF to send you an email notification when the ACH payment is processed.

1. **Payment of client balance due to Ray Carroll Fuels, LLC** –  
This option will allow RCF to initiate the payment from your bank account for your balance due on account. The payment will be for the balance due on your regular account. Your balance will be processed on the 25<sup>th</sup> of the month or the next business day if on a weekend.
2. Expanded options will enable your payment to be processed on the 5<sup>th</sup>, 15<sup>th</sup> or 25<sup>th</sup> of each month or the next business day if on a weekend.

The ACH forms may be submitted by mail, email or returned to any location. ***Mailing address and email address information is located on the bottom of the form and must be completed.***

If you have any changes to their ACH information, such as change of bank account or change of ACH payment options, a new form must be completed and returned to the Richmond office or emailed to [rcfuels@ray-carroll.com](mailto:rcfuels@ray-carroll.com).

If an ACH transaction is returned to RCF due to NSF or bank account closed, there will be a \$30 fee charged to your account.

If you have any questions regarding these payment options, please contact the Richmond office at 816-776-2291 or [rcfuels@ray-carroll.com](mailto:rcfuels@ray-carroll.com).

# Ray Carroll Fuels, LLC

## ACH (CREDIT / DEBIT) AUTHORIZATION FORM

The Ray Carroll Client/Vendor named below, hereby authorizes and therefore empowers Ray Carroll Fuels, LLC, it's employees and/or assigns (Ray Carroll) to initiate entries to identified checking/savings account at the financial institution listed below, and, if necessary, initiate adjustments for any transactions credited/debited in error. This authority will remain in effect until Ray Carroll is notified by the Client/Vendor, in writing, to cancel it in such time as to afford Ray Carroll and the financial institution a reasonable opportunity to act. Client/Vendor is responsible to notify Ray Carroll of any bank information changes. If ACH transaction is returned to Ray Carroll due to NSF or bank account closed, there will be a \$30 fee charged to client/vendor.

The Bank account Holder and/or Ray Carroll Client/Vendor acknowledges, that in an event of any error or delay relating to the use of the ACH/EFT, Ray Carroll shall have no liability, of any kind, regardless of circumstances, for such injury and/or damage, and the Bank account Holder and/or Ray Carroll Client/Vendor shall indemnify, and hold harmless, Ray Carroll from any and all claims, demands, causes of action, losses, cost, expenses, and damages, including interest, penalties and attorney fees, that may incur as a result thereof.

### Please check option this ACH payment form qualifies for:

\_\_\_ Payment of client balance due Ray Carroll Fuels, LLC  
Circle payment date preferred - 5<sup>th</sup> of month 15<sup>th</sup> of month 25<sup>th</sup> of month

\_\_\_\_\_  
(Name of Financial Institution)

\_\_\_\_\_  
(Address of Financial Institution- Branch, City, State, Zip)

\_\_\_\_\_  
(Bank Phone number)

\_\_\_\_\_  
(Name – PLEASE PRINT)

\_\_\_\_\_  
(Mailing Address – PLEASE PRINT)

\_\_\_\_\_  
(Your RCF Account Number)-found on statement

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_  
(Contact phone number)

\_\_\_\_\_  
(Bank Account Holder/Authorized Signature)

\_\_\_\_\_  
(Date)

**Please attach a voided CHECK and return ACH form to the Richmond location, mail or scan and email to:**

Ray Carroll Fuels, LLC  
Attn: Accounting  
P.O. Box 410  
Richmond, MO 64085

Email: [rcfuels@ray-carroll.com](mailto:rcfuels@ray-carroll.com)

Phone: (816) 776-2291