



Dear Business Owner:

**RE: DIRECT DEPOSIT INFORMATION SHEET**

Wagner Oil Company is pleased to announce that we now offer Electronic Funds Transfer (ETF)/Direct Deposit (ACH) to all our owners. This service is being offered for your convenience and at no additional cost. We are confident that you will find this method a more beneficial and efficient way to receive your payments.

**EFT benefits to you as an Owner:**

- Quicker access to your funds
- Elimination of mail delays
- Reduction of payment problems due to lost or stolen checks
- Elimination of endorsements and handling paper

**Direct Deposit Requirements:**

- EFT payments are only available for accounts drawn within the United States
- For your protection we **DO NOT** accept temporary checks
- Deposit slips do not always have an acceptable routing number. Therefore, if you are unable to provide a VOIDED check, please obtain a letter from your bank detailing your ACH payment instructions
- If you meet the above requirements and you wish to sign up for this service, please complete the below Direct Deposit Enrollment Form with an attached VOIDED check and mail it to us at Wagner Oil Company, 500 Commerce Street, Suite 600, Fort Worth, TX 76102.

You may continue to receive paper checks for up to **TWO** months while we process your request if you elect to sign up for this service. If you have any questions about this enrollment process, please email us at [www.land\\_ws@wagneroil.com](mailto:www.land_ws@wagneroil.com) or call us at 817-968-1735.

Sincerely,

Wagner Oil Company

**\* This is a VOLUNTARY service provided at your request. If you do not respond you will NOT be signed up for this convenient service at this time\***



**DIRECT DEPOSIT ENROLLMENT FORM**

The undersigned, hereinafter called "Owner", is representing that he/she is the owner of a company providing services or products to/for Wagner Oil Company. Owner is now authorizing Wagner Oil Company to make direct deposit via Electronic Funds Transfer (EFT) payments for owed services or products to the financial institution and owner account designated below.

Owner agrees that electing to participate in EFT payments will not amend any lease agreements between Wagner Oil Company and Owner. This agreement simply allows for EFT payments in lieu of paper check payments.

Owner agrees to give at least thirty (30) days advance written notice of any change in the payment instructions shown below. **Owner agrees that any changes to their mailing address or below information will be updated by submitting this form to Wagner Oil Company with the updated information and any required paperwork.** Owner agrees that Wagner Oil Company will not be held liable for any interest or other claims arising as the result of Owner's failure to provide written notice of any payment instruction changes. Owner also releases and agrees to indemnify and hold Wagner Oil Company harmless for any loss, claim, damage, or interest incurred as the result of Owner's depository institution's failure to properly or promptly post any EFT payment and/or as a result of any error or omission in the payment instructions provided by or on behalf of Owner. Owner understands and agrees that Wagner Oil Company will have up to ninety (90) days after receipt of this form to process the EFT request.

Request Type:        New Application     Request Change     Request Cancellation

Please complete the following information **AND** attach a voided check.  
**PRINT ALL INFORMATION BEING FILLED IN BELOW:**

Business Name: \_\_\_\_\_

Business/Vendor Number (if known): \_\_\_\_\_

Business Owner SS# or Fed Tax ID (if applicable): \_\_\_\_\_

Owner Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_      Email: \_\_\_\_\_

Financial Institution Name: \_\_\_\_\_

Name on Account \_\_\_\_\_

ABA Routing Number (9 digits): \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Type:  Checking     Savings

Signature of Owner(s) or Authorized Representative:

**(If you are Authorized Representative; provide supporting documentation)**

\_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail this completed form along with a voided check to:  
ATTN: Division Order Department  
Wagner Oil Company, 500 Commerce Street, Suite 600, Fort Worth, TX 76102