

## Direct Deposit Application Instructions

1. Print name of publishing company.
2. Print address of publishing company: street/city/state/zip. Please provide your phone and/or email so we can follow up with you easily.
3. Print name of bank.
4. Print address of bank location: street/city/state/Zip
5. Print telephone number of bank branch for your account.
6. Print your bank account number – the number is usually in the middle of the check (see check example below).
7. Indicate whether account is a checking or savings account.
8. Print the name that appears on account. If the account is a personal account and not in the publishing company's name, please attach a letter of direction authorizing HFA to create a distribution address to match the bank account name and address information.
9. The ABA number is the **nine-digit** number that appears at bottom left of check. (see check example below).

Example:

Publishing Company	Check No. XXX
Street Address	Date _____
City, State Zip Code	
Pay to the Order of _____	\$ _____
_____ Dollars	
Memo _____	Signature _____
<b>:123456789:</b>	<b>:022999-9999999:</b>
<b>ABA Number</b>	<b>Account Number</b>

10. An authorized person from the publishing company must sign the form, and print their name, title and date.
11. Indicate publisher's Tax ID Number, or if an individual, their Social Security number.

*If you have any questions or concerns regarding this application please call Publisher Services at 212-834-0100, or email publisherservices@harryfox.com.*



601 West 26th Street, 5th Floor  
New York, NY 10001

212-370-5330  
212-953-2384 FAX

www.harryfox.com

Dear Publisher,

**Direct Deposit** (also known as Electronic Funds Transfer) for your HFA royalties electronically deposits money into your bank account, usually within 3 business days after transmission from HFA's bank to your bank, so you receive your payments more quickly and securely than paper checks. Within approximately one week of transmission, you will receive a confirmation of the transaction with the corresponding statement(s) for your records. Please note that at this time, we can only offer Direct Deposit for U.S.-based accounts.

Should you choose to accept Direct Deposit as the method of receiving your royalty payments, please have an authorized representative sign below and provide the following information:

- 1. Publisher Name \_\_\_\_\_
- 2. Publisher Address \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- 3. Bank Name \_\_\_\_\_
- 4. Bank Address \_\_\_\_\_
- 5. Bank Telephone No. \_\_\_\_\_
- 6. Bank Account No. \_\_\_\_\_
- 7. Indicate if this is a checking or savings account:  
CHECKING: \_\_\_\_\_ SAVINGS: \_\_\_\_\_
- 8. Name On Account \_\_\_\_\_  
*\* The name on the account must match the publisher name registered with HFA for you to enroll in EFT.*
- 9. ABA Routing No. \_\_\_\_\_

This authorization to receive funds into Publisher's account electronically will remain in full force and effect until The Harry Fox Agency, Inc. has received written notification from me (or another authorized representative of this Publisher) of its termination in such time and in such manner as to afford The Harry Fox Agency, Inc. and the bank (listed above) a reasonable opportunity to act on it. In the event that an incorrect amount of money should be deposited into my account, I authorize my bank to make the appropriate adjustment.

Approved by: \_\_\_\_\_

Print Name	Signature
_____	_____
Title	Date
_____	_____

Social Security or Tax ID No. \_\_\_\_\_

**Attach a copy of a voided check, or a letter from your bank with the ABA and account number, and mail to:**

Publisher Services  
The Harry Fox Agency, Inc.  
601 West 26<sup>th</sup> Street, 5<sup>th</sup> Floor  
New York, NY 10001