

Technical Academies of Minnesota

Original: 10/24/2017

Revised: 5/24/2018 Revised: 8/25/2020

**211.3 ELECTRONIC DEBIT AGREEMENT FORM FOR CONTRACTED PAYROLL**

**I. PURPOSE**

This agreement is between Technical Academies of Minnesota (TAM) and BerganKDV, Ltd. (Bergan) for the purpose of paying Bergan invoices for the TAM payroll. This agreement pertains to each and all sites of TAM. This agreement permits only *individually authorized* electronic debits to be made from the checking account of a TAM site bank. No part of this agreement shall be construed to mean *automatic* electronic debits. The operating procedure shall be as follows:

- A. Bergan shall email their invoice to each TAM site.
- B. TAM site shall examine vendor invoice for correctness.
- C. TAM site shall review their current checking account balance to verify adequate funds.
- D. TAM site shall place two signatures onto the Bergan invoice. The signatures shall be from the same two signers that appear on all paper checks from that TAM site.
- E. TAM site shall email the signed invoice to Bergan.
- F. TAM site shall retain an electronic copy of the signed invoice.
- G. Bergan shall verify that the returned invoice bears the proper two signatures.
- H. If Bergan does not receive a properly signed and returned invoice, then Bergan shall not proceed with an electronic debit. No part of this agreement makes the debit an automatic process.
- I. If the checking account number changes, TAM site shall notify Bergan as soon as possible. 10. If the checking account cannot be electronically debited, TAM site shall contact Bergan to make alternate arrangements as soon as possible.
- J. Bergan shall make reasonable efforts to safeguard the checking account numbers associated with TAM sites.

This agreement can be cancelled by either party with thirty days written notice.

For Bergan: \_\_\_\_\_ Date: \_\_\_\_\_

For TAM: \_\_\_\_\_ Date: \_\_\_\_\_

For TAM: \_\_\_\_\_ Date: \_\_\_\_\_