

Magic-Wrighter FI-Authorized Contact Update Form

Authorized contacts are responsible for: customer boarding, risk mitigation, credit authorization, and maintaining authorized personnel.

Please provide an authorized contact(s) for each of the Authorization Rights below. One contact may have multiple authorizations.

CONTACTS – Check “New/Changed/Terminate” to change a contact’s “Status.” Identify <u>all</u> approved contact “Authorizations.”			
Financial Institution:		ID Number:	
		Routing Number:	

1	Name	Phone/Ext	Cell (Optional)	Fax	Email
	Authorizations	Status <input type="checkbox"/> New <input type="checkbox"/> Changed <input type="checkbox"/> Terminate	Supervisor	Notes:	
2	Name	Phone/Ext	Cell (Optional)	Fax	Email
	Authorizations	Status <input type="checkbox"/> New <input type="checkbox"/> Changed <input type="checkbox"/> Terminate	Supervisor	Notes:	
3	Name	Phone/Ext	Cell (Optional)	Fax	Email
	Authorizations	Status <input type="checkbox"/> New <input type="checkbox"/> Changed <input type="checkbox"/> Terminate	Supervisor	Notes:	
4	Name	Phone/Ext	Cell (Optional)	Fax	Email
	Authorizations	Status <input type="checkbox"/> New <input type="checkbox"/> Changed <input type="checkbox"/> Terminate	Supervisor	Notes:	

*All supervisors must be given authorization rights in order to be added as authorized contacts.

Signature	Print Name	Title	Date

Please note: Forms submitted without physical signatures will be subject to a verification call. Forms may only be signed by existing authorized contacts with AD (Authorized Department Manager) authorization rights.

Authorization Rights:

- | | | | |
|-----------------------------------|---------------------------------------|---|--------------------------------|
| IQ: General Inquiry | CC: Contract Cancellation | NC: Add New Customers | SA: Settlement Account |
| CN: Contract Negotiation | CD: Customer Deletion | RL: Customer Risk Limit Approval | RF: Rejected File Notification |
| TD: Transmission Deletion | AS: Federal Reserve Authorized Signer | AC: Federal Reserve Agreement Contact | HS: Hot Site Activation |
| AD: Authorized Department Manager | AA: Annual Audit Contact | DR: Disaster Recovery Contingency Contact | EA: E-Alert |

For Office Use Only

CR – Date Entered:	Staff:	Marketing – Date Entered:	Staff:	Accounting – Date Entered:	Staff:
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Authorization Key Definitions

Each assigned **authorization right** gives an authorized contact a clearly defined ability with regard to performing updates/maintenance within the Magic-Wrighter, Inc. system. Current authorization rights are detailed below:

IQ: General Inquiry – This contact may call into Customer Relations for assistance with products/services. This contact may not make any updates/changes.

CN: Contract Negotiation – This contact may negotiate the contract the Financial Institution has with Magic-Wrighter, Inc. This includes fee tables, addendums and any/all customers (business or otherwise) whom reside under the umbrella of the financial institution.

CC: Contract Cancellation – This contact may terminate the contract between the Financial Institution and Magic-Wrighter, Inc.

NC: Add New Customers – This contact may add new business customers (companies) under the umbrella of the Financial Institution. This individual will be permitted to sign setup (authorization) forms and send over all requisite information for Magic-Wrighter, Inc. staff to build the company into the system. He/she will also be able to edit/update contact information for business customers as necessary.

SA: Settlement Account – This contact may add/update account information for the Financial Institution and any business customers (companies). This right includes offset accounts, settlement accounts, fee accounts, billing accounts, etc.

TD: Transmission Deletion – This contact may request file cancellations prior to the Financial Institution's processing cycle. This individual is also authorized to reverse batches as necessary and applicable. If a specific contact has been added to receive the ACH Transmission Report and/or the Scheduled ACH Transmission Report, this individual will automatically receive this authorization right.

CD: Customer Deletion – This contact may cancel/close a business customer (company) underneath the umbrella of the Financial Institution.

RL: Risk Limit Approval – This contact may update assigned risk limits on behalf of business customers (companies) and the Financial Institution.

RF: Rejected File Notification – This contact will receive notification of files rejected for any reason.

AS: Federal Reserve Authorized Signer – This contact is able to sign Federal Reserve agreements on behalf of his/her Financial Institution.

AC: Federal Reserve Agreement Contact – This contact is able to sign new agreements and verify said agreements are with the Federal Reserve.

HS: Hotsite Activation – This contact may activate Hotsite for stand-in procedures.

AD: Authorized Department Manager – This contact has authorization to add/update/remove any and all authorized contacts. This includes updating authorized contact authorization rights, contact information, subscriptions, etc.

AA: Annual Audit Contact - This contact receives the annual non-disclosure (NDA) as well as any and all requested audit materials.

DR: Disaster Recovery Contingency Contact - This contact will be notified in the event of a natural or manmade disaster is experienced at Magic-Wrighter, Inc. headquarters. A natural or manmade disaster could disrupt daily operation (i.e., cyber-attack, hurricane, building or device failure). This contact also receives the annual disaster recovery notifications regarding our annual testing and procedures.

EA: E-Alert - This contact receives email communication/alerts in the event of a routinely scheduled maintenance window, temporary service disruption and other general communications.