



APPLICATION FORM

Pre-Authorized Credit Card Installment Withdrawal Program

Internal Use Only

Type: _____ New Authorization: _____ Financial Institution Change: _____ Add to Existing Account: _____

SmartOffice® Registered User Name: _____

Phone: _____ Email Address: _____

Credit Card Type: _____ Account #: _____ Exp. Date: _____

Amount: _____ Name(s) on Credit Card: _____

Credit Card Billing Address: _____

I request and authorize Ebix, Inc. to make monthly withdrawals via electronic transfer from my credit card account above in the amount indicated above. This agreement begins during the month and year stated below for the SmartOffice® Online or the SmartOffice® application registered to the individual/company named below. I request that this Authorization, unless previously revoked, continue to apply to any changes later made in products or services provided. I understand that Ebix, Inc. reserves the right to withdraw previous month(s) due during the month in which the first transaction is processed. Debits to my account will occur between the 10th and 15th of the month. I understand that there will be a 2.75% administrative processing fee each monthly transaction. I agree that the term of the original Agreement is for 12 months and then renews according to the terms of the Agreement. This pre-authorized payment agreement will automatically renew annually and will remain in effect until cancelled in writing by either party. I agree that if this pre-authorized payment agreement terminates for any reason before the end of the original 12-month period, or during a renewal term, Ebix, Inc. is authorized to debit my account for the full remaining balance of the remaining term due, unless other arrangements for payment of the balance have been approved by Ebix, Inc. As a convenience to me, I hereby request the credit card issuer above to accept and honor transfer withdrawals from my account. I agree that your rights in respect to each transfer shall be the same as if it were drawn personally by me and that you shall be fully protected in honoring such transfer. I further agree that if any such withdrawal is dishonored, whether with or without cause and whether intentionally or inadvertently, the credit card issuer shall be under no liability whatsoever if such dishonor results in the forfeiture of benefits. These Authorizations shall remain in effect until revoked in writing, mailed to the other parties at the address of record. The Company or Financial Institution shall have a reasonable time to act on the revocation notice. I have retained a copy of these Authorizations.

Card Holder Signature: _____ Date: _____

Once completed, please fax (866) 422-0259 or Email to crmbilling@ebix.com

