



# CAPS Electronic Funds Transfer Authorization Agreement

## A. Centralized Account Processing System (CAPS)

CAPS is an electronic postage payment system that gives business mailers a centralized, convenient, and cost-effective way to fund items such as Permit Imprint, Express Mail Corporate Accounts, Address Element Correction, and more. The system provides an electronic alternative to presenting checks and cash for postage and fees at multiple Post Offices.

For more information about CAPS, see Section E on page 2 and the CAPS website at <http://caps.usps.gov>.

## B. Purpose of This Form

Use this form to apply for a CAPS debit account. This form is an authorization agreement for Automated Clearing House payments to a designated bank account. Submit this form along with PS Forms 6001 and 6002. When you have completed the forms, print and mail the originals to: CAPS SERVICE CTR, U.S. POSTAL SERVICE, 2700 CAMPUS DR, SAN MATEO CA 94497-9433.

## C. Terms of the Agreement

The undersigned hereby (1) authorizes the U.S. Postal Service to originate debit and credit entries via the Automated Clearing House to the account indicated below; and (2) authorizes the Depository Financial Institution named below to accept and to debit or credit the amount of such entries to the account.

- This authorization will remain in effect until written notification of termination has been given by the Customer and that notification has been received by the Manager, CAPS Service Center, U.S. Postal Service. The U.S. Postal Service, at its discretion, may terminate the customer's ability to participate in the Electronic Funds Transfer (EFT) system. Termination will take effect only after all entries originated by the U.S. Postal Service have been honored by the bank.
- The Customer, by signature below, and the U.S. Postal Service, by initiation of an authorized debit, hereby agree to be bound by the National Automated Clearing House Association rules relating to corporate trade payment entries in the administration of debit entries. Debit entries will be initiated only as authorized above.
- No later than 90 days from the debit date, the Customer will report in writing any issues, objections, or discrepancies regarding the amounts debited to: MANAGER, CAPS SERVICE CENTER, 2700 CAMPUS DR, SAN MATEO CA 94497-9433. Failure to deliver such notice within the prescribed period will serve as an absolute waiver by the Customer of any and all remedies, causes of action, and other forms of relief arising out of or in connection with such debit transactions. The U.S. Postal Service will have 30 days in which to respond.

This authorization is not governed by the provisions of the Contract Disputes Act of 1978 (41 U.S.C. §§ 7101-7109).

## D. The Agreement (Please print)

### Depository Financial Institution

Bank Name::

Customer's Account No.

Bank Transit ABA No.:

Name of Bank Contact Person::

Telephone No.:

Bank Address (Street or P.O. Box):

City:

State

ZIP+4

### Company Information

Name (As shown on bank account):

Taxpayer ID No.:

CAPS Account No. (If available):

Address (Street or P.O. Box):

City:

State"

ZIP+4

### Original Authorized Signature

Name and Title (Please print):

I certify that I am an authorized representative for this bank account, and I agree to the terms and conditions specified in this agreement.

Signature:

Date (MM/DD/YYYY):

## E. Information About CAPS Accounts

1. It takes 10–14 days to process a CAPS application. When the application is accepted, the CAPS Service Center will mail a welcome package that includes a CAPS account number, password, EFT instructions, and other information.
2. For a CAPS Debit account application, the CAPS Service Center must complete a pre-note test successfully to validate the applicant's bank information before permit linking can proceed. The debit pre-note process can take 5–7 days to complete.
3. For a CAPS Trust account application, the customer must complete a successful US\$1.00 test before permit linking can proceed.
4. Use PS Form 6002 to provide information about permits to be paid through a CAPS account. You may also use this form to link additional permits in the future. To link additional permits, submit account information on PS Form 6002 or on company letterhead signed by an authorized contact person for the CAPS account, to CAPS Service Center at the address in Section B. You must establish a permit at the mailing Post Office before the permit can be added to a CAPS account.
5. Submit a change of company contacts, address, or name of the company to the CAPS Service Center:
  - a. Through the Account Inquiry page at <http://caps.usps.gov>; or
  - b. On company letterhead, signed by an authorized contact person for the CAPS account, mailed to the address in Section A or sent by FAX to 650-377-5336.
6. To update bank information for an existing CAPS Debit account, submit PS Form 6003 with a cover letter on company letterhead, signed by an authorized contact person for the CAPS account, and mail the originals to the address in Section B.
7. For mail to be accepted by a CAPS Trust Account, sufficient postage funds must be in the account when mail is presented under any permit linked to that account. All products and services payable through CAPS affect the account balance.
8. For returned debit transactions, CAPS customers must submit the applicable funds via wire transfer immediately upon notification by the CAPS Service Center. Returns for insufficient funds and failure to transfer funds immediately may result in revocation of debit account status or termination of the CAPS account.
9. A CAPS account that is inactive for 18 months or more will be automatically closed. If a CAPS Trust account has a balance of more than \$100.00, CAPS will mail a refund to the account address of record. Send a request for a refund on company letterhead, signed by an authorized contact person for the CAPS account, to the address in Section B.