**ACH Consumer Written
Authorization Requirements**

The ACH authorization must be written and signed by the consumer.

The consumer must receive a copy of the authorization.

The originator retains the original authorization for at least two years following. The revocation of the authorization. The originator must be able to produce a copy of the authorization on demand from the originating depository financial institution, or from the receiver.

The authorization must be readily identifiable as an ACH authorization (either Debit or Credit) and must clearly and conspicuously state its terms.

The authorization must state the manner in which the authorization may be revoked.

The authorization must specify that the receiver may revoke the authorization only by notifying the originator in the manner specified on the authorization form.

Newport Group, Inc. is not responsible for errors, delays or fees associated with any incorrect information provided by the consumer.