



## Scan/Fax to Fund Guidelines & Collecting Advanced Payments



***Originals generally not required for funding!***

### **Scanned/Faxed Documents**

- Documents must be legible and signed.
  - Should there be question regarding a document that has been faxed or scanned, an original document may be requested.
  - Navitas Credit Corp. reserves the right to request original documents on any size transaction.

**Important: We cannot accept pictures of documents (i.e. taken from a smart phone); they must be converted to a legible .PDF, image or fax.**

### **Electronic Signatures**

- We are able to accept electronic signatures provided via the **broker's DocuSign account (ID check methodology required), and with associated authentication papers. These include the Certificate of Completion and Electronic Record and Signature Disclosure.**
- We are unable to consider any other forms of electronic signatures at this time.

### **Miscellaneous**

- Navitas will accept documents sent by the **broker**, but cannot accept those sent by customers or vendors.
- Transactions are worked in the order they are received.

### **Collecting Advanced Payments**

- If the advances are paid to Navitas Credit Corp., our "Check by Phone" Form must be completed (including a voided check) and included with the funding package- **see page 2**. Navitas cannot process a copy of an advanced check.



NAVITAS  
CREDIT CORP.



**Authorization for Automatic Payment by Check by Phone or Automated Clearing House (ACH)**

I, \_\_\_\_\_ an authorized signor of the bank checking account below  
authorize Navitas Credit Corp. to take all amounts currently due under Contract # \_\_\_\_\_  
with us via check by phone or ACH.

Please provide a copy of a voided check along with the following information from your checking  
account:

The diagram shows a check form with the following fields and labels:

- Your Name**, **Street Address**, **City, State Zip Code**
- DATE** (with "1234" as an example)
- PAY TO THE ORDER OF** (with a blank line)
- \$** (with a blank box)
- DOLLARS**
- Bank/Financial Institution**
- Memo** (with a blank line)
- Routing Number**: 123456789 (labeled with a red box and "Routing Number" below)
- Check**: 1234 (labeled with a red box and "Check" below)
- Account Number**: 0005588888 (labeled with a red box and "Account Number" below)

Company: \_\_\_\_\_

Contract #: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank City & State: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

Name and Address on Checking Account:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_