



The Commonwealth of Massachusetts
William Francis Galvin, Secretary of the Commonwealth

Convenience Pay Account on File Form

Account Information:

Reason: New Update existing - Account number: _____
Type: Personal Corporate
Name on Account: _____

Payment Type (choose one method):

Method 1 - Credit Card	Method 2 - Electronic Check
Card Type: <input type="checkbox"/> AmEx <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa Exact Name on Card: _____ Card Number: _____ Expiration Date: _____	Account Number: _____ Routing Number: _____

Contact Information:

Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____ Email: _____

Billing Information:

Same as above.
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____ Email: _____

Authorization:

Print Name: _____
Signature: _____ Date: _____

Instructions

The Secretary of the Commonwealth's Electronic Debit account provides frequent filers the ability to pay the filing fees without repeatedly entering the payment data. Once the payment data provided in the form below is validated it will be stored in a secured environment for later payment retrieval. For information on your account status please call **1-800-708-9832**, and identify yourself as a Massachusetts client.

Please fax or mail a completed Convenience Pay Account on File form to the following:

Fax: 610-232-5370

Mail: Convenience Pay Client Support
1550 Liberty Ridge Dr. - Suite 120
Wayne, PA 19087

Convenience Pay Client Support will email the applicant a 6-digit Account Number and an 8 digit password. The account number and password will be utilized by the filer to retrieve the payment data during the filing process to pay the filing fee. The billing address zip code on file will also be used to validate the account. The payment data will not be visible by the filer during the filing process.

Method 1 - Credit Card Instructions

The credit card payment system only accepts Visa, Master Card and American Express. Any other type of credit card numbers or any invalid credit card numbers will not be authorized.

The card type, expiration month and expiration year are required. You must re-send this application to update your credit card expiration date before it expires. Your payment will not be accepted if your credit card expiration date on file is expired.

Method 2 - Electronic Check

The Routing Transit Number is the identity number of that bank, and the Account Number is the account in that bank. The account can be a "savings" or "checking" account. Please refer to your bank for assistance on these numbers. Example below is the routing number and account number on a typical check:

The diagram shows a check with the following fields and values:

- Top right: 2400
- Below top right: 19 _____ 91-548/1221
- Payable area: **PAY TO THE ORDER OF** _____ \$
- Below payable area: _____ **DOLLARS**
- FOR: _____
- Bottom MICR line: **⑆ 1 221 052781⑆ 6724301068⑆ 2400⑆**

Labels below the MICR line:

- Routing Number: 1 221 052781
- Account Number: 6724301068
- Check Number: 2400