



# Check By Fax Payment Form

This form **MUST** be used for all Check By Fax payments!!!

**FAX NUMBER: 386-758-6789**

Please place your check in the space below and fax it to  
The Candy Cane Holiday Shoppe (Lake City, FL)

 **Tape Check Here** 

1. Fill out your check clearly & completely (amount, date, payable to Candy Cane Holiday Shoppe).
2. Tape a copy of your check to the space provided on this form.
3. Fax this form with your attached check (use the "fine quality" setting on your fax machine, if available).
4. Destroy your check or keep it on file for your records. The Candy Cane Holiday Shoppe does not need your original check. The Candy Cane Holiday Shoppe will create an ACH entry from the fax copy of your check for payment. If a challenge occurs, you will be contacted by a representative from The Candy Cane Holiday Shoppe. *Thank you for your payment*

 **Tape Check Here** 

**Authorization Agreement for Pre-authorized Payments:**

I hereby authorize The Candy Cane Holiday Shoppe to initiate a debit entry to my checking account indicated and the depository named above to debit the same to such account. I understand that The Candy Cane Holiday Shoppe will keep a copy of my faxed check for their protection. I certify that the above information is accurate & complete. I will not hold The Candy Cane Holiday Shoppe legally liable for any lack of correctness on my part.

Amount Authorized: \$	Date:
Signature:	Phone # : (        )
Name (please print) :	Fax # : (        )
Routing # : (1st set of numbers listed at the bottom of your check)	Account # : (2nd set of numbers listed at the bottom of your check)

**School Name:** \_\_\_\_\_