



1. PARTIES AND SERVICE TERM

Provider: Luc Austin Cochran, doing business as LAC Tech ("LAC Tech"). Authorized service operator: Luc Austin Cochran. No other person receives transaction authority under this agreement.

Client legal name: _____

Business name, if applicable: _____

Authorized business representative and title: _____

Client email / phone: _____

LAC Tech notices email / phone: _____

Effective date: _____ **Service start date:** _____

Authority expiration date (required for transaction authority): _____

Client must be at least 18 and have legal capacity to consent, or act through a legally authorized representative whose authority is verified. A business representative must be authorized to bind the business and delegate account tasks.

2. WHAT THIS AGREEMENT AUTHORIZES

Client authorizes only the checked services, listed accounts, and completed limits in this agreement. Unchecked items grant no permission. Blank or conflicting transaction instructions grant no transaction authority until resolved in writing. LAC Tech must accept each selected service in writing.

This is a service agreement and limited client instruction, not a statutory power of attorney or bank authorization form. It does not require a bank to give access, override bank rules, establish account ownership, or authorize activities prohibited by law. Any institution-required agent, signer, delegation, or power-of-attorney documents must be separately completed and accepted. The narrower applicable limit controls.

Transaction services begin only after LAC Tech confirms that the actual operating arrangement has been legally reviewed, any required license or applicable exemption has been established, and the institution has approved the access method. Signing or checking a box alone does not activate those services.

3. SELECT SERVICES (OPTIONAL; NOTHING PRESELECTED)

- ☐ Organize statements, account records, bills, and payment calendars.
- ☐ View checking/savings balances and activity through approved access.
- ☐ Categorize expenses and prepare income/expense summaries.
- ☐ Prepare budgets and track client-selected savings goals.
- ☐ Prepare payment instructions for the client to submit or approve.
- ☐ Initiate bill payments to approved payees under Section 5.
- ☐ Set up, change, or cancel approved recurring bill payments under Section 5.
- ☐ Transfer funds only between listed checking/savings accounts owned by the same client, under Section 5; no outside or third-party transfers.
- ☐ Contact institutions about statements, payment status, or administrative issues within the institution's accepted authority.
- ☐ Add Ledger by LAC Tech for the separate agreed fee in Section 6.

Other administrative task (no expanded transaction/investment authority): _____

Client initials: _____ **LAC Tech acceptance initials:** _____

4. ACCOUNT AND PAYEE SCHEDULE

Complete this schedule securely. Use only account nicknames and last four digits here; do not provide full account numbers, passwords, PINs, or security codes. Attach additional schedules if needed and have both parties sign/date each one.

Account A



LAC FINANCIAL ADMINISTRATION

Terms of Service & Limited Client Authorization

Version: October 9, 2026

Proposed agreement for legal review before use

Institution: _____	Type: _____	Last four: _____
Owner(s): _____	Nickname: _____	
Permitted tasks: _____	Access method: _____	
Account B		
Institution: _____	Type: _____	Last four: _____
Owner(s): _____	Nickname: _____	
Permitted tasks: _____	Access method: _____	
Institution acceptance confirmed on: _____	By: _____	
Authority reference / secure record location: _____		

All necessary owners or authorized representatives must approve where required. LAC Tech is not to be added as joint owner, beneficiary, or recipient of the client's funds. Accounts and funds remain the client's property.

APPROVED PAYEES AND RECURRING BILLS

Payee 1 / payment purpose: _____		
Source account nickname: _____	Due date / frequency: _____	
Maximum per payment: \$ _____	Start: _____	End: _____
Payee 2 / payment purpose: _____		
Source account nickname: _____	Due date / frequency: _____	
Maximum per payment: \$ _____	Start: _____	End: _____
Payee 3 / payment purpose: _____		
Source account nickname: _____	Due date / frequency: _____	
Maximum per payment: \$ _____	Start: _____	End: _____

5. PAYMENT APPROVALS AND HARD LIMITS

Choose exactly one bill-payment mode. If neither or both are checked, the client must approve each payment individually until clarified in writing.

- ☐ Per-payment approval: obtain written client approval of payee, amount, source account, and payment date before every payment.
- ☐ Standing instructions: pay only the listed payees, at the listed frequency, within their maximum amounts and approved dates, without a fresh approval each time. Every deviation needs advance written approval.

Maximum single payment: \$ _____	Total bill payments/month: \$ _____
Minimum available balance after any transaction: \$ _____	
Same-owner transfers: maximum each \$ _____	/ total per month \$ _____
Permitted source/destination account pairs: _____	

Each transfer requires advance written client approval. No transfers to or from investment accounts. A declined payment, insufficient funds, conflicting instructions, or suspected fraud requires a pause and client notification; do not borrow, overdraw, split transactions to evade limits, or substitute a payee.

Approval channel (authenticated portal or verified email): _____

Verify new payees and changed payment destinations with the client using a previously verified contact method before acting. Silence is not approval. Approvals cannot enlarge this agreement's scope or limits without a signed amendment.

Client initials: _____ **LAC Tech acceptance initials:** _____



6. NEGOTIATED FEES AND OPTIONAL LEDGER

Monthly administration fee: \$ _____ Billing date: _____

Ledger selected?

- ☐ Yes — add Ledger by LAC Tech
☐ No

Additional monthly Ledger fee: \$ _____ One-time setup fee, if agreed: \$ _____

Total monthly fee: \$ _____

Proration method for partial months: _____

Monthly pricing is negotiated based on income, circumstances, account complexity, and workload; it is not automatically calculated as a percentage of income or assets. No blank fee authorizes a charge. No additional services, fee increases, or reimbursable costs without advance written client acceptance.

Client pays LAC Tech's invoices separately. This agreement does not authorize LAC Tech to pay itself, deduct fees from administered accounts, or transfer client funds to LAC Tech. Any subscription charge requires separate payment authorization identifying amount, frequency, and cancellation method.

Ledger provides budgeting and reporting through its available features and separately accepted product terms. A read-only Ledger connection does not give LAC Tech payment, transfer, or trading authority. Disconnecting Ledger does not necessarily revoke a separate bank delegation, and revoking bank delegation does not automatically cancel Ledger. LAC Tech will assist with both when requested.

7. SERVICE BOUNDARIES

LAC Tech provides administrative assistance, budgeting support, and general financial education. It is not acting as a bank, broker-dealer, registered investment adviser, investment manager, attorney, or tax professional under this agreement. No disclaimer or client consent substitutes for a required license, registration, or legal authorization.

No securities recommendations, investment selection, trading, portfolio management, discretionary investing, loans, account opening/closing, credit applications, beneficiary or ownership changes, gifts, cash withdrawals, check cashing, payroll processing, or government-benefit representative-payee services are authorized. LAC Tech will not receive, hold, pool, or route client funds through its own accounts. General education is not a recommendation to buy, sell, or hold an investment.

8. RESPONSIBILITIES AND RECORDS

LAC Tech will use reasonable care, follow approved instructions, keep client funds separate, disclose conflicts, and maintain a record of approvals, transactions, confirmations, and exceptions. Any legally applicable fiduciary duties remain in force. Transaction authority cannot be delegated to another person under this agreement.

LAC Tech provides an activity summary at least monthly and reports known unauthorized or erroneous activity promptly. The client receives a closing summary within 10 business days after termination. No investment return, savings amount, credit improvement, payment settlement time, or uninterrupted bank access is guaranteed.

The client supplies accurate bills and instructions sufficiently before deadlines, maintains adequate funds, reviews statements and reports promptly, and immediately reports suspected errors or fraud to LAC Tech and the institution. These duties do not excuse LAC Tech's own errors or eliminate the client's statutory rights. LAC Tech will cooperate in correcting errors and tracing payments.

9. SECURITY AND INFORMATION USE

Use institution-approved delegated access or separate agent credentials, with the least permissions needed. Do not share the client's password, PIN, one-time codes, or impersonate the client. Limit account information to service needs and authorized personnel; transmit/store it through appropriately secured systems. No sale of client financial information or marketing use without separate consent.

LAC Tech may disclose necessary information to client-approved institutions and service providers for the selected services, or as legally required. Before onboarding, disclose relevant vendors and the retention/deletion policy to the client. Notify the client of known security incidents affecting their information promptly and as required by law. Remove access when authority ends; retain only records needed for legal, accounting, or dispute purposes under the disclosed policy.

10. REVOCATION, CANCELLATION, AND TERMINATION



Client may revoke any authority immediately by notifying LAC Tech through the contact listed in Section 1. LAC Tech stops new actions upon receipt, confirms receipt, and identifies pending transactions. Revocation cannot necessarily reverse transactions already submitted. The client must also revoke institution access directly and separately cancel any bank-stored recurring payments they no longer want; LAC Tech will assist where authorized.

Either party may terminate services by written notice. LAC Tech may suspend affected actions immediately for revoked access, suspected fraud, illegality, conflicting instructions, or insufficient funds, and will notify the client promptly. For routine termination by LAC Tech, provide 10 calendar days' notice when practicable and a list of upcoming bills for transition.

No new service fees accrue after the effective cancellation date. Earned fees remain payable; prepaid unearned fees are refunded within 15 business days using the agreed proration method. No cancellation penalty unless separately agreed and legally permitted. Expired authority stops transactions even if the service subscription continues. Do not assume authority continues after death or incapacity; pause until valid continuing authority is verified.

11. LIABILITY, DISPUTES, AND AGREEMENT CHANGES

Each party remains responsible for its own breach and legally applicable duties. Nothing waives responsibility for unauthorized transactions, negligence, fraud, intentional misconduct, fiduciary breach, or nonwaivable consumer rights. Client does not release claims merely by accepting this agreement or reviewing a statement.

Parties may try to resolve disputes informally through the listed contacts. This does not delay statutory reporting deadlines or prevent complaints, lawful payment disputes, or court remedies. Georgia law governs subject to mandatory applicable law. No mandatory arbitration or class-action waiver is added by this agreement.

These financial-administration terms and signed schedules control this service over inconsistent general LAC Tech terms, including blanket no-refund provisions, chargeback restrictions, liability caps, and mandatory arbitration/class waivers. Separate institution rules govern account access. Changes to scope, fees, limits, or payees require affirmative written agreement; website updates do not enlarge existing authority. If a provision is unenforceable, the remaining provisions apply to the extent legally permitted.

12. REQUIRED CLIENT ACKNOWLEDGMENTS

Each box must be individually checked; none is preselected.

- ☐ I have read and accept this agreement and its completed schedules.
- ☐ I own the listed accounts or have verified authority to authorize these tasks.
- ☐ I authorize Luc Austin Cochran d/b/a LAC Tech only for checked and accepted tasks, listed accounts/payees, and completed limits.
- ☐ I understand that institution approval and any required legal authorization are separate, and this document alone does not activate banking access.
- ☐ I accept the completed fees, separate Ledger selection, and cancellation terms. Account-task consent is not consent to charge my account for fees.
- ☐ I understand excluded services and can revoke authority at any time.
- ☐ If signing electronically, I intend my signature to accept this specific version and completed schedules, and I can download or receive a copy.

This agreement may be signed digitally (typed or electronic signature) or physically (printed and signed by hand); both are valid.

Client signature: _____ **Date:** _____

Printed name / representative title: _____

LAC Tech acceptance signature: _____ **Date:** _____

Service activation confirmed by LAC Tech on: _____

Approved tasks activated: _____

An electronic signature accepts this service agreement only. It does not satisfy any separate notarization, witnessing, or institution execution requirements.