

## Automatic Payment Authorization – Business Loans

**Instructions:** This completed authorization form can be dropped off at any branch location or mailed to the address listed above. This form can also be completed electronically through DocuSign by going to the **Forms** tab on Bellco.org.

We must receive this authorization at least **5 business days** before the Desired Monthly Transfer Date of the first transfer (start date), otherwise, the first transfer will occur the following month. Please check the appropriate box below:

- Set-up New**
                         
  **Change an Existing**
                         
  **Cancel an Existing**

**PART 1: Loan Account Information (“Transfer to”)**

Member Name:	Loan Account Number:
Loan Product: <input type="checkbox"/> Mortgage <input type="checkbox"/> Auto, Boat or RV loan <input type="checkbox"/> Line of Credit (LOC) <input type="checkbox"/> Signature Loan <input type="checkbox"/> Share Secured	

**PART 2: Account Information (“Transfer from”)**

Account Owner:	Account Number:
Financial Institution Name:	ABA Routing Number:
Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	

**PART 3: Payment Information**

Monthly Payment Amount <sup>1</sup>:

Internal transfer on LOC only: Exact amount due plus \$\_\_\_\_\_ (optional) additional principal.

Fixed amount \$\_\_\_\_\_. I understand should this amount be less than the Amount Due I will have an unpaid balance due on my account.

Desired Monthly Transfer Date <sup>2</sup>:

Due Date

The \_\_\_\_\_ day of the month. (Choose up to 10 days before the Due Date)

<sup>1</sup> Payment details for your loan account can be found in your loan documents.

<sup>2</sup> If a Transfer Date falls on the 29th, 30th, or 31st of a month and that date does not occur in that month, the Due Date will be adjusted to the last day of that month. If the Transfer Date of any scheduled payment is not on a business day, activity will occur on the next business day.

**PART 4: Signature of Owner of Account Being Debited**

I agree that Bellco will not be liable for any loss or damages if the information provided is inaccurate or if the payment is initiated untimely. I understand the account owner is fully responsible for all loan payment(s) and charges that may be assessed if funds are not available at the time of transfer. Whether or not the payment is made via this automated method, it is the responsibility of the loan account owner to make sure all loan payments are made on time. Bellco, at its discretion, may make one or more attempts to transfer funds if the first attempt is unsuccessful for any reason.

I hereby authorize Bellco to electronically transfer funds from my checking or savings account to the Bellco loan account. I authorize the transfer to remain in full force and effect until Bellco has received written or verbal notification to discontinue the authorization, no less than 5 business days prior to the next scheduled transfer. Changes to an existing authorized transfer must be in writing. By signing below, I certify I am the owner of the account being debited and agree to the terms stated herein.

Email Address:	Phone Number:
Signature:	Date:

If you have questions regarding this form, please call **(720) 479-5056** or email [BusinessServicesTeam@bellco.org](mailto:BusinessServicesTeam@bellco.org).  
Please retain a copy for your records.