

Automatic Payment Authorization – Consumer Real Estate Loan

Instructions: The completed authorization 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 **Forms** 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"/> ChoiceLine (HELOC)	

PART 2: Account Information payment is being withdrawn (“Transfer from”)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 ¹ : <input type="checkbox"/> Internal transfer: Exact Amount Due, plus \$_____ (optional) additional principal. <input type="checkbox"/> External transfer: 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 ² : <input type="checkbox"/> Due Date <input type="checkbox"/> The _____ day of the month. (Choose up to 10 days before the Due Date)

¹ Payment details for your loan account can be found in your loan documents. **HELOC payments debited from an external account will pass through the member’s deposit account.**

² 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, I certify I am the owner of the account being debited and agree to the terms stated herein.

Email Address:	Phone Number:
Signature:	Date: