



# REQUEST FOR AUTOMATIC LOAN ACH PAYMENT

## Member Information

\_\_\_\_\_  
Borrower Name

\_\_\_\_\_  
Co-Borrower Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Member/Loan Number

\_\_\_\_\_  
Payment Amount

Payment pull date (please circle): 1<sup>st</sup> 5<sup>th</sup> 10<sup>th</sup> 15<sup>th</sup> 20<sup>th</sup> 25<sup>th</sup> beginning: \_\_\_\_\_

## Bank Account Information

\_\_\_\_\_  
Account Holder Name

\_\_\_\_\_  
Financial Institution Name

\_\_\_\_\_  
ABA/Routing Number

\_\_\_\_\_  
Account Number

\_\_\_ Checking \_\_\_ Savings

Rec'd by: \_\_\_\_\_

I authorize Heritage Grove Federal Credit Union (HGFCU) to transfer my loan payment from the bank account specified above. The transfer will be made monthly on the due date as set forth in my loan agreement referenced above. If the due date falls on a weekend or holiday, HGFCU will transfer my payment on the next business day. This authorization will remain in force until I cancel it, by contacting HGFCU, or when the loan is paid in full. I understand that if the bank information I provided is incorrect, or there are insufficient funds in my bank account, I am responsible for any applicable non-sufficient fund fees or late charges as disclosed on my loan agreement and any future automatic payments may be cancelled. I also understand that my auto-pay discount may be terminated if the bank information is incorrect, or there are insufficient funds in my bank account, or if I cancel this automatic payment. I (we) understand that this authorization will change my due date from the date of the loan agreement to the date of the new ACH transfer.

I have read and agree to the terms and conditions set forth above.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant

\_\_\_\_\_  
Date

*Employee Use Only:*

**Skip payment  
processing**

Stop: \_\_\_\_\_

Restart: \_\_\_\_\_

Date  
Rec'd: \_\_\_\_\_

Employee: \_\_\_\_\_