



**AUTOMATIC PAYMENT SERVICE AGREEMENT**

Please use this form to make automatic monthly transfers from another financial institution to your Direct Federal loan or deposit account. Check off all applicable boxes and provide all requested information.

Name \_\_\_\_\_ Direct Federal Account Number \_\_\_\_\_

Daytime Telephone # \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**RECEIVING FINANCIAL INSTITUTION INFORMATION (Where the funds are going to) DIRECT FEDERAL CREDIT UNION ABA# 211381783**

Minimum payment due on my Automobile Loan.

Minimum payment due on my Mortgage. **Due the 1<sup>st</sup> of every month**

Minimum payment due on my Personal Loan.

Minimum payment due on my Home Equity Line of Credit

Minimum payment due on my Personal Line of Credit.

My **Direct** Checking Account \$ \_\_\_\_\_

My **Direct** Savings Account \$ \_\_\_\_\_

**All loans due on the 30<sup>th</sup> of every month (except February), unless noted above.**

**ORIGINATING INSTITUTION INFORMATION (Where the funds are coming from) I authorize you to debit my account identified below:**

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

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Financial Institution Routing/ ABA number (9 digits) \_\_\_\_\_

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

Account Title (Name on Account) \_\_\_\_\_

**Account Type (choose one):  Checking or  Savings REQUIRED**

**Please provide one of the following: Voided Check  Account Verification Letter  Online Statement**

Please ensure documentation clearly displays the necessary account details. If you are unable to provide a voided check, one of the alternatives listed above will be required to proceed with setting up the automatic payment.

Debit my account on the **(at least 5 days prior to due date)** \_\_\_\_\_ of each month (if a Saturday, Sunday or a Legal Holiday the debit will be processed the **previous** business day) to pay the minimum monthly payments on my loan or a deposit into a checking or savings account. (NOTE: First Mortgages are due on the 1<sup>st</sup> business day on each month and all other loans are due on the 30<sup>th</sup>). **This authorization shall remain in full force and effect until Direct Federal has received written notification from me of its termination in such time and in such manner as to afford Direct Federal and Financial Institution a reasonable opportunity to act.** In any case, notification of termination may not be effective to stop any payment scheduled to occur within three (3) business days after Direct Federal's receipt of the notification. I further agree to be bound by the ACH Rules, and I understand that entries may not be initiated in violation of the laws of the United States, and that I am responsible for the accuracy of the account number to be debited.

Signature \_\_\_\_\_ Date \_\_\_\_\_