



Authorization for Automatic Transfer (AFT)

Date to begin: _____

Frequency: (please circle) A - Annually B - Bi-weekly D - Daily M - Monthly
 P - One-Time Only Q - Quarterly S - Semi Annual W - Weekly
 X - On Demand Z - Semi-Monthly 1st & 15th

Member Name: _____

Check if **CHANGES ONLY** to existing automatic funds transfer.

Transfer From Account #: _____ Suffix _____

Distribute Amounts As Follows:

To Account	Suffix	Amount

Total of all: \$ _____.

PLEASE READ!

Automatic Funds Transfers (AFT) will be posted daily after business hours for the day requested.

Please be sure funds are available to complete the scheduled transfer.

If the automatic funds transfer is for a loan payment and the scheduled transfer amount is not available; the available funds will be transferred, in which case a partial payment will be applied. The automatic funds transfer will continue until the full loan payment is satisfied.

If the automatic funds transfer is for a checking/savings account and the scheduled transfer amount is not available on the schedule transfer day the system will not try again until the next period.

Exception: If the automatic funds transfer falls on a non-business day the transfer will post the next business day at the beginning of the day; scheduled transfers for this day will also post at the beginning of the day.

Making additional payments to a loan will stop the automatic funds transfer until next due date. Automatic funds transfers will continue to be processed as scheduled unless authorization is revoked.

Member signature: _____ Date: _____

Internal use – Staff Initials: _____