



Authorization Agreement for Direct Transfers (ACH Debit)

Select Request Type (choose only one option):

- Start a New Recurring Direct Transfer
- Stop/Discontinue my existing Recurring Direct Transfer (allow 3 business days to take effect)
- Temporarily Defer my existing Recurring Direct Transfer Defer until date: _____
- Modify the Amount, Financial Institution and/or Account of my existing Recurring Direct Transfer

Financial Institution to Debit

Debiting FI Name: _____
 Name on Account: _____
 Routing Number: _____ Account Number: _____
 Savings Checking

Pima Federal Account to Credit

Member Name: _____
 Account Number: _____ Share Loan ID: _____
 Savings Checking Loan

Payment Amount and Frequency

Please select a Start Date that is at least 10 business days out for processing. We will send a pre-notification to the Financial Institution listed above to verify the account information before the 1st Payment is sent-if time is not allowed, the 1st Payment will not process until the next payment date based on the chosen frequency.

Transfer Amount: _____ Start Date: _____
 Select Frequency: Weekly *occurs every 7 days from the Start Date*
 Bi-Weekly Bi-Weekly (skip first) Bi-Weekly (skip last)
If there are enough days for 3 transfers in a month you can select if you want to skip the first or last transfer in the month, otherwise transfer will occur every 14 days.
NOTE: Skip First/Last is not an option for Loans with a Due Date based on 26 payments.
 Semi-Monthly *occurs twice a month* Day 1: _____ Day 2: _____
 Monthly *occurs once a month on the Day selected in the Start Date*

Authorization

This authorization is to remain in full force and effect until Pima Federal CU has received notification from me. Such notification must be received at least three (3) business days prior to the scheduled payment date. If the notification is verbal, Pima Federal CU requires verification in writing to be received within 10 business days of my verbal notice. I certify under penalty of perjury that the foregoing is true and correct.

Member Signature: _____ Date: _____
 Teller #/Branch: _____ Date Scanned/Emailed: _____

FOR BACK OFFICE USE ONLY

Employee #: _____ Date Received: _____ Prenote Sent: _____ Transfer Verified: _____
 Manager Approval (if needed): _____