

# LOAN ADMINISTRATION

## Tired of Writing Checks and Paying Postage?

We offer a convenient system that automatically debits your payment each month from your checking or savings account.

- Eliminate the monthly check writing chore
- Save postage and the cost of checks
- Prevent lost or delayed payments by mail
- Have a record of your payment on your bank statement

To take advantage of this **FREE** service, simply complete the Automatic Payment (ACH) Authorization below and return it along with an unsigned voided check or encoded deposit slip to: Drafting Department, PO Box 77417, Ewing, NJ 08628.

## AUTOMATIC PAYMENT (ACH) AUTHORIZATION

Name: \_\_\_\_\_ Loan #: \_\_\_\_\_

I/We hereby authorize Central Loan Administration & Reporting to initiate a debit from my checking/savings account for my/our recurring scheduled loan payment. If the required payment changes for any reason, this authorization will be automatically amended to authorize the debit of an amount equal to the new required payment plus any optional additional principal indicated below.

You will be notified of the month in which the first transfer will occur, and this notification will serve as a substitute of the photocopy of your authorization form. ***Please continue making payments by check until Central Loan Administration & Reporting notifies you that this authorization has been processed.***

*Please check one:*

Draft On:  Due Date  4 Days Following Due Date  9 Days Following Due Date

Bi-weekly loans will always be drafted on the due date regardless of which option is selected.

**OPTIONAL:** In addition to my/our regular payment, please deduct an additional \$ \_\_\_\_\_ each month and apply to principal.

Bank Name: Orange County's Federal Credit Union City/State: Santa Ana, CA

ABA/Bank Routing #: 322281989 Bank Phone #: 714-755-5900

*Please check one:*

Account Type:  Checking  Savings Account #: \_\_\_\_\_

The authorization to initiate a debit from your account will remain in full force and effect until Central Loan Administration & Reporting receives written notice from you of its termination at least 15 days prior to the next scheduled draft date, or in such manner and time frame as to afford Central Loan Administration & Reporting and its correspondent bank a reasonable opportunity to act upon it. Termination requests must be mailed to: Drafting Department, PO Box 77417, Ewing, NJ 08628.

Account Holder

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

Joint Account Holder

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

If you have questions regarding this program, please direct your written correspondence to Customer Service, PO Box 77404, Ewing, NJ 08628 or call the Customer Service Department.