



# Automatic Loan Payment Set-Up

(Excludes VISA)

PO Box 8007, Redwood City, CA 94063-0903 (800) 632-4600 (650) 508-7286 fax providentcu.org

Use this form to set-up your monthly loan/credit payments. You have two options:  
**1) From your Provident account or 2) From an outside institution.**

Mail to the address above (attention: Loan Services), fax\* to (650) 508-7286, or stop by any Provident community branch. **Please allow 10 business days to process** after receipt. For any questions, please call (800) 632-4600.

## Borrower Information

↑ Last Name	First Name	M.I.	Member Number
Home Address		City	State Zip
Home Phone	Cell Phone	Work Phone	
E-mail Address			

## Co-Borrower Information

↑ Last Name	First Name	M.I.	Member Number
Home Address		City	State Zip
Home Phone	Cell Phone	Work Phone	
E-mail Address			

## Payment to Auto Loan, Personal Loan, Line of Credit, or Mortgage

1. Account # _____	2. Account # _____
<input type="checkbox"/> Amt. due OR <input type="checkbox"/> Amt. due plus \$ _____	<input type="checkbox"/> Amt. due OR <input type="checkbox"/> Amt. due plus \$ _____
Start Date** _____ <input type="checkbox"/> One-Time Transfer Now	Start Date** _____ <input type="checkbox"/> One-Time Transfer Now

## Transfer from

**Option 1: Provident Credit Union**

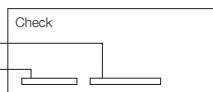
\_\_\_\_\_  Savings  Checking  Money Market  
PCU Share Account Number

**Option 2:** \_\_\_\_\_  
External Financial Institution (see required documents)

Address	City	State	Zip
Routing Number		External Account Number	

Check with your financial institution for your local routing number. If you have checks, the routing number is located at the bottom between the # symbols.

Account # _____	Routing # _____
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## Signature

By signing below, I/we authorize Provident Credit Union to transfer funds from my/our account at Provident or at the financial institution indicated above, and send credit entries to my/our account at Provident. I/we agree to the terms and conditions as disclosed on the right. This transfer will be completed electronically and takes approximately 10 business days for the initial transfer to complete. I/we acknowledge that the origination of ACH (Automated Clearing House) transactions to my/our account must comply with the provisions of U.S. Law.

\* Faxed documents/signatures are considered as legally binding as original documents/signatures and shall be sufficient unless originals are required by a third party.

X _____	_____
Borrower Signature	Co-Borrower Signature
Date	Date

Select One:  
 New  Revision  Cancel

## External Account Required Documents:

**If transferring from checking:**  
Provide a copy of a voided check or statement from the external institution.

**If transferring from savings:**  
Provide a copy of your savings deposit slip or statement from the external institution.

## Terms and Conditions:

**Funds availability:** Funds must be available two (2) business days prior to actual transfer date. Please ensure that sufficient funds are available in your account to complete this transfer request. If the requested amount is not available, the transfer will not be completed. Provident will attempt this transfer again on the next business day

There may be a fee assessed for any returned ACH (Automated Clearing House) transaction. Please review the Service Charge Schedule for details.

**For recurring transfers:** If funds are still not available after the second attempt, a transfer will take place on your next scheduled transfer date.

This authorization will remain in effect until you notify Provident in writing to cancel. Please allow at least three (3) business days prior to your scheduled transfer date as to allow Provident or the external financial institution time to act on your request.

ACH transactions might be discontinued after two consecutive NSF (Non-Sufficient Funds) transactions. Returned items will not be resubmitted.

## Payment Timing

\*\* Start date must be within grace period.

If your payment due date falls within ten (10) business days of submitting this application, please continue to make normal payments until your next payment due date. If you sign up for Automatic Transfer to make a payment to a loan which is currently being paid by Automatic Transfer from another Provident account, your existing Automatic Transfer will be cancelled, and all new payments will be made using this request. Please schedule your transfer for at least five (5) days before your payment due date to allow time for the funds to arrive from external accounts.

If the transfer date falls on a holiday or weekend, the funds will post on the business day after your scheduled day.

CREDIT UNION USE ONLY:	
Reference ID _____	Completion Date _____
Completed by _____	