

NEW AUTOMATIC TRANSFER

Name (Print) _____ Name (Print) _____
Social Security # _____ Social Security # _____
Day Time Phone Number _____ E-Mail Address _____
Branch Employee _____ Branch Number _____

Attention: Please give the customer a copy of this completed form, which includes the auto transfer with signature **AND** the regulations. Interoffice **OR** fax this form to the ACH department. **DO NOT** do both as this may lead to a double set-up.

I hereby authorize North Shore Bank, and it's successors, assigns, authorized agents, or any entity servicing my account to initiate payment to my loan.

Please initiate my payment beginning on _____ and continuing _____.
Month/Day/Year weekly/biweekly/monthly/specific dates

(I have allowed 10 business days for the set-up of my automatic transfer.)

TRANSFER FROM BANK/CREDIT UNION ACCOUNT AT _____.

Routing Number _____

Checking Account # _____

Savings Account # _____

TRANSFER TO MY:

Loan # _____ \$ _____ (Regular monthly payment, or set dollar amount, any additional will be applied to loan principal)

This authorization is to remain in full force and effect until North Shore Bank has received written notification from the customer of its' termination. North Shore Bank requires 10 business days for any changes or termination requests. North Shore Bank may terminate this agreement at any time. I HAVE RECEIVED A COPY OF THIS FORM AND HAVE READ THE RULES AND REGULATIONS BELOW.

_____(Signature)_____ (Date)

_____(Signature)_____ (Date)

RULES AND REGULATIONS FOR YOUR AUTOMATIC TRANSFER

- 1) Your automatic transfer will attempt to post anytime after midnight the morning of the scheduled payment date.
- 2) If the day/date of your payment is a legal holiday or a Sunday, the transfer will attempt to post the business day prior to the scheduled payment date. Transfers will post on Saturdays. Please have funds available by the end of the day prior to the transfer attempt.
- 3) If your donor account has non-sufficient funds, your account will be charged the current non-sufficient funds fee. North Shore Bank will not re-attempt to make the transfer until the following month's regular set date. If the attempted loan payment does not process, it is your responsibility to bring the loan current, including any late charges.
- 4) In the event of a pay-off or refinance, you will be responsible for canceling the current automatic transfer payment. Contact Customer Assistance at (877) 672-2265 for assistance in the cancellation of the automatic payment.
- 5) When choosing your date for auto pay, be aware of your due dates. The responsibility for payment is with you, the customer.

For Internal Use Only

TMS Number _____ Date TMS was set up _____

File Maintenance Done

Source Added Insurance: Yes____ No_____

Initials _____