



FOR CREDIT UNION USE ONLY	
Accepted By:	
OPS Approval:	

**Transfer Agreement - ACH Debit/Credit Authorization**

Member Name: \_\_\_\_\_

Burbank Community FCU Account Number/Suffix: \_\_\_\_\_

Check the appropriate box:

- Please initiate ACH debit transfer
- Please revise existing ACH debit agreement
- Please cancel existing ACH debit transfer

Start date: \_\_\_\_\_  
 Stop date: \_\_\_\_\_

Frequency:

- One time only
- Weekly
- Monthly
- Quarterly
- Annually

**TRANSFER INFORMATION**

Transfer  TO  FROM Checking Account at: \_\_\_\_\_

Transfer  TO  FROM Savings Account at: \_\_\_\_\_

Location / Branch: \_\_\_\_\_ ABA Number: \_\_\_\_\_

Account Number: \_\_\_\_\_ Transfer Amount: \$ \_\_\_\_\_

**\*ATTACH A DEPOSIT SLIP OR VOIDED CHECK TO THIS FORM.**

Purpose of ACH Debit Transfer:  Loan Payment  Savings  Other: \_\_\_\_\_

I (We) hereby authorize BURBANK COMMUNITY FEDERAL CREDIT UNION to initiate debit entries (and/or corrections to the previous entries) to my (our) checking/savings account indicated above. This authority will remain in full force and effect until I (we) give Burbank Community Federal Credit Union written notification of termination in such manner as to allow Burbank Community Federal Credit Union a reasonable opportunity to act on it. In addition, I (We) agree to the following terms and conditions:

1. When this transfer is for a Burbank Community Federal Credit Union loan, and the transfer amount is greater than the outstanding balance of the loan, I (we) authorize Burbank Community Federal Credit Union to pay off the loan, transfer any overage to my (our) share savings account and cancel this transfer, followed by a written notification to me (us).
2. I (We) accept full responsibility for the information provided on the transfer agreement form.
3. I (We) understand that this transfer agreement form must be submitted to Burbank Federal Credit Union at least ten (10) business days prior to the date of the transfer action requested.
4. I (We) understand that it is my (our) responsibility to change the amount of this transfer if the amount of the loan payment changes for any reason. This requires completion of a new transfer agreement by me (us).
5. I (We) understand that if I (we) revoke or cancel this transfer agreement before the outstanding balance of my (our) loan is paid off, it is my (our) responsibility to continue my (our) loan payments on the due dates specified by another form of payment. I (we) understand that failure to meet these payments will result in late fees and possible derogatory credit action.
6. I (We) understand that if any loan payment is delayed due to processing time (10 business days) or incorrect information, I (we) will make other arrangements for the payment of the loan and that Burbank Community Federal Credit Union will not be held liable for any charges incurred due to the delayed payment.
7. I (We) understand that other banks involved in the transfer of funds may impose charges.
8. I (We) understand that this service is not available for transferring payments to Burbank Community Federal Credit Union Home Equity Line of Credit Loans or Credit Cards.
9. I (We) understand that Burbank Community Federal Credit Union reserves the right to cancel this agreement and terminate this transfer, with or without cause, followed by a written notification to me (us).
10. I (We) understand and agree that Burbank Community Federal Credit Union shall not be responsible for any act or failure to act on their part, except in the case of gross negligence or willful misconduct. Furthermore, I (We) agree to hold Burbank Community Federal Credit Union harmless for any claims, liabilities, attorney's, and other costs and expenses of any and every kind and nature which I (We) may incur as a result of Burbank Community Federal Credit Union's performance under this authorization agreement.
11. I (We) understand and agree that any and all shares on deposit in the Credit Union may be transferred to any loan in default at the Credit Union whether or not the loan is secured by said shares.

\_\_\_\_\_  
 Member signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Joint signature

\_\_\_\_\_  
 Daytime phone number