



LOAN ADMINISTRATIVE UPDATE REQUEST & AUTHORIZATION

TO: First City Credit Union

FROM: _____ MEMBER NBR: _____

Please update my Loan ID _____ as follows:

_____ **Change My Payment Due Date** to _____. I request this change for the following reason: _____

NOTE: On newly funded loans, the first payment must be made prior to any due date change.

_____ **Increase My (Circle One) Monthly Semimonthly Biweekly Weekly Loan Payment Amount to \$**_____

"I understand that this payment change is permanent for the remaining term of the loan."

_____ **Change My Payment Frequency to: (Circle One) Weekly Biweekly Semimonthly Monthly** I request this change for the following reason _____

_____ **Change My Payment Method to: (Circle One) Coupon Payment or Auto Transfer from First City accounts only)**

If Transfer, indicate account to transfer from: Savings _____ Checking _____

_____ **Change My Visa Payment Method to:**

(Circle One) Cash Payment or Auto Transfer from First City accounts only)

If Transfer, indicate account to transfer from: Savings _____ Checking _____

NOTE: Due Dates for Visa and HELOC loans may not be modified. Payments for these loan types are the 25th of each month.

_____ **Other** _____

"I, hereby, confirm the instructions noted above. I understand that above changes may result in an increase in the interest due on the final loan payment and/or extension of the maturity date."

Member Signature

Date

Daytime Contact Telephone