



500 W Woodbury Rd  
 Altadena, CA 91001  
 800-944-2200  
 www.firstcitycu.org

## AUTOMATIC LOAN PAYMENT OR DEPOSIT


**Please complete in its entirety and sign this form to authorize First City Credit Union (FCCU) to schedule a one-time or recurring transfer from an account you own at another institution to your account or loan at FCCU. Incomplete forms cannot be processed.**

**A one-time transfer can be made by calling a FCCU Phone Agent at 1-800-944-2200, emailing a signed copy to [ACH@firstcitycu.org](mailto:ACH@firstcitycu.org), or mailing this original form to:**

**First City Credit Union  
 Attn: Electronic Services  
 500 W Woodbury Rd  
 Altadena, CA 91001**

Select One:  New Transfer       Change Existing Transfer       Cancel Transfer  
 Select One:  One-time Transfer       Recurring Transfer

### INFORMATION FOR ACCOUNT FROM WHICH THE TRANSFER WILL BE TAKEN:

NAME ON ACCOUNT		BEST CONTACT NUMBER	
INSTITUTION NAME		INSTITUTION CITY AND STATE	
ROUTING NUMBER	ACCOUNT NUMBER	ACCOUNT TYPE (CHECK ONE) <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
		<b>If using a checking account, please refer to your routing and account number on the bottom of your check, as shown in this example.</b>	
TRANSFER AMOUNT (\$3,000 or less for loans or deposits)		TRANSFER DATE / START DATE IF RECURRING/END DATE IF ANY	
TRANSFER FREQUENCY (FOR RECURRING TRANSFER – CHECK ONE)			
<input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually			

### INFORMATION FOR FCCU ACCOUNT RECEIVING THE ABOVE TRANSFER:

MEMBER NAME	FCCU MEMBER NUMBER
ACCOUNT TYPE (CHECK ONE AND PROVIDE SHARE (ACCOUNT) ID FOR ACCOUNT INDICATED-(e.g. Loan 45, Checking 02)	
<input type="checkbox"/> Checking: Share ID	<input type="checkbox"/> Savings: Share ID <input type="checkbox"/> Loan: Loan ID:

By signing below, I certify that I am an authorized signer on each of the above accounts. I authorize First City Credit Union to debit my account at the institution indicated above on or after the date indicated. I also acknowledge the following: 1) Origination of electronic funds transfers to my account must comply with the provisions of U.S. Law and the Rules of the National Automated Clearing House Association. 2) If the transfer date falls on a weekend or holiday, my electronic funds transfer will be credited as of the next business day. 3) My electronic funds transfer will be established within 10 business days after the request is received by First City CU. If my next scheduled payment is within those 10 business days, I must make my payment in another manner as the electronic funds transfer may not have taken effect. 4) The regular transfer will be withdrawn from my account in the frequency specified above even if my account is paid in advance. 5) This authorization may be canceled by calling us, sending written notice, or by completing a new copy of this form. First City CU must be notified of cancellation at least 10 days prior to the transfer date or payoff of the loan. 6) For one time payments, please allow up to 3 business days for your payment posts to your loan. 7) If the electronic funds transfer is returned for any reason, including non-sufficient funds, First City CU will assess a fee as specified in our *Fee Schedule*.

**\*Please complete each section prior to signing to ensure your request is processed.**

Signature X \_\_\_\_\_ Date \_\_\_\_\_