



## ACH DEBIT AUTHORIZATION

For recurring monthly electronic transfers from an account at another financial institution.

New

Update

### HAPO Account Information

MEMBER NAME *(not available for commercial accounts)*

ACCOUNT NUMBER

LOAN/SHARE ID FOR PAYMENT/DEPOSIT

### Other Financial Institution Account Information

*\*If using a checking account, attach a voided check*

FINANCIAL INSTITUTION NAME

ROUTING/ABA NUMBER

ACCOUNT HOLDER NAME *(if not a HAPO member, copy of photo ID required)*

ACCOUNT TYPE:  Checking  Savings

ACCOUNT NUMBER FUNDS DEBITING FROM

TOTAL AMOUNT *(no partial payments for mortgage loans)*

START DATE *(allow 3 business days)*

FREQUENCY:  Monthly\*  Weekly  Bi-weekly

*(\*Mortgage payments may only be monthly)*

### Authorization and Disclaimer

The amount, frequency, and other details of the entries are further described above. In the event of an error, I give HAPO permission to make a correcting debit or credit entry, as necessary. This authorization is to remain in full force and effect until HAPO has received written notice of termination from me, and HAPO has had 3 business days to act on the notice. I understand that HAPO reserves the right to cancel ACH transactions without written consent under certain circumstances. Reasons that the Credit Union may exercise their right to cancel an ACH transaction include but are not limited to the following: 1) Loan to which credit is being applied has been paid in full. 2) An ACH transaction is returned to HAPO due to a stop payment or closed account. 3) HAPO receives excessive NSF returns of an ACH transaction. In the event of a cancellation, a new ACH debit origination form must be submitted to re-initiate the ACH debit. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law, and that ACH transactions are subject to the operating rules of the National Automated Clearing House Association. I understand and agree that for HAPO to make the debit entries requested in this authorization, I must have the payment amount available in my account. Any ACH entries returned to HAPO for insufficient funds will be subject to an NSF fee. Returned ACH entries will result in a reversal of the credit(s) posted, and a late penalty may be incurred in accordance with the terms of the loan documents. I(We) understand that the account cannot be closed if there is a balance owed on returned fees. I(We) hereby acknowledge receipt of a copy of this authorization. In circumstances where a loan may only have a partial payment due, the Credit Union will continue to collect the total distribution amount until the loan balance is paid in full. Any excess funds will be credited to your HAPO savings account.

SIGNATURE OF MEMBER

DATE

SIGNATURE OF NON-MEMBER (IF APPLICABLE)

DATE

### For Internal Use

EMPLOYEE: \_\_\_\_\_

DEBITING ACCOUNT HOLDER NON-MEMBER:

Person Record Created

OFAC Completed

Copy of ID provided

