



# Modify ACH Transfer from External Account

Use this form to modify the settings of an existing recurring transfer from your other bank account to your BECU deposit account. This form is to change the original document request, not for transfers initiated within Online Banking. For those transfers, please log into your account to change.

**Please allow 10 business days to process your request.**

## Step 1. BECU account information

Full Name	Current Account Number
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## Step 2. Your external account information

Name of Financial Institution	
Account Number	Current Transfer Amount \$

## Step 3. Modification requested (Select all that apply)

- A. Modify transfer amount.
- B. Modify BECU account receiving the deposit.
- C. Modify transfer date/frequency.

## Step 4. Details about your changes

Complete the section(s) below for **each** option in Step 3.

**This will replace the existing transfer settings.**

### A. Modify the transfer amount

New Transfer Amount (Not to exceed \$5,000 per month) \$
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### B. Modify the BECU account receiving the deposit

Account Number	Account Type <input type="radio"/> Checking <input type="radio"/> Savings
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## C. Modify the transfer date/frequency

- If you are transferring funds for a BECU loan payment, you must choose a date **four (4) days prior** to your loan due date to ensure timely payment.
  - A transfer scheduled for a weekend or holiday will occur the following business day.
  - Don't see a frequency you like? Try using **External Transfers** within online banking.
- Monthly.** Recurring monthly starting on (MM/DD/YYYY)\_\_\_\_\_
- If the date is unavailable in a calendar month, the transfer will occur on the last date of the month.
- Semi-Monthly.** Every 15 days starting on (MM/DD/YYYY)\_\_\_\_\_
- If the date is unavailable in a calendar month, the transfer will occur on the last date of the month.

## Step 5. ACH Debit Authorization

- 1. Acknowledgement and retention.** I acknowledge that the origination of Automated Clearing House Association (ACH) transactions to my account must comply with the provision of U.S. Law and the Rules of the National Automated Clearing House Association (NACHA). I further acknowledge that I have retained a copy of this ACH Debit Transfer from External Account form when I signed it.
- 2. Debit authorization.** You hereby authorize and request BECU to debit funds from your account at the financial institution indicated, and credit the funds according to the above instructions. Funds need to be on deposit at the designated financial institution on the evening prior to the effective date of the ACH debit. In the event of an error, you authorize BECU to take any and all action required to correct the error.
- 3. Cancellation and termination.** We may cancel and or terminate any EFT services at any time for any reason and without prior notice, but we may notify you after the cancelation or termination as may be required by law.

You must notify BECU in writing if you would like to make any changes or to cancel the authorization. Please notify BECU if you would like the authorization to continue.

- 4. Indemnification.** You agree to indemnify and hold BECU harmless from all costs, including attorney's fees, (to the extent permitted by law), damage or claims related to BECU's action in refusing payment of the item, including claims of any joint account-holder, payee, or endorsee, or in failing to cancel or process an item as a result of incorrect information provided by you.

## Step 6. Acknowledgement and consent

By signing below, you certify that (i) the information you have given on this form is complete, true, and submitted for the purposes selected above, and (ii) you consent to be bound by all the terms and conditions located above and located in the following ACH Debit Authorization. Further, you authorize and request BECU to debit funds from your account at the financial institution as indicated and to credit such funds according to the above instructions.

Signature

Today's Date (MM/DD/YYYY)

If form is not submitted electronically, please return completed and signed form to:  
BECU Deposit and Payment Processing  
M/S: 1085-2, P.O. Box 97050  
Seattle, WA 98125  
Fax: 206-965-3236