



# Set up a Recurring ACH Transfer to an External Account

Use this form to set up a recurring transfer from your BECU deposit account to your external deposit account. Proof of ownership of the external account is required.

Do you have BECU Online Banking? You can set up one-time and recurring transfers in OLB, where you'll find more transfer options.

**Please allow 10 business days to process your request upon BECU's receipt.**

## Step 1. Transfer from my BECU account

Full Name	Account Number (10 digits)
Account Type <input type="radio"/> Checking <input type="radio"/> Savings	

## Step 2. Transfer to my external account

Name of Financial Institution Receiving Funds	Routing Number
Account Type <input type="radio"/> Checking <input type="radio"/> Savings	Account Number

## Step 3. Proof of external account ownership

Please attach/include **one** of the following items to confirm your account ownership:



### Document Types

- Voided check
- Statement copy
- Direct deposit verification screenshot
- Account verification letter

### Requirements

- **Full** account number & **full** legal name must be visible.
- Your name **must match** on both your BECU account & external account.
- Screenshots must include requirements above.
- Verification letter must be on bank letterhead.

## Step 4. Transfer details

The transfer amount must be between \$10 and \$5,000 per month.

Transfer Amount \$ _____
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## Transfer occurrence

Transfers scheduled for a weekend or holiday will occur the following business day.

- ☐ **Monthly.** Recurring monthly starting on (MM/DD/YYYY) \_\_\_\_\_
- To transfer on the last day of each month, set the date to the last day of the month.
- ☐ **Semi-Monthly.** Every 15 days starting on (MM/DD/YYYY) \_\_\_\_\_
- The first transfer date must be between the 1<sup>st</sup> and 15<sup>th</sup> of the month.

Don't see a frequency you like? Try using the **External Transfers** feature within BECU Online Banking.

## ACH Credit 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 authorization when I signed it.
- 2. Credit authorization.** You hereby authorize and request BECU to debit funds from your account, and credit the funds according to the above instructions at the financial institution indicated. Funds need to be on deposit in your BECU account on the evening prior to the effective date of the ACH Credit transfer. 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 at least three business days before the settlement date of the scheduled ACH Credit transfer if you would like to make any changes or to cancel the authorization.
- 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 5. 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. Further, you authorize and request BECU to debit funds from your BECU account as indicated and to credit such funds at the financial institution according to the above instructions.

<b>Signature</b>	<b>Date (MM/DD/YYYY)</b>
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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