

# Modify a Recurring ACH Transfer to an External Account

Use this form to modify an existing recurring transfer from your BECU deposit account to your external deposit account.

This form cannot be used to change the external account or to modify transfers originally set up in BECU Online Banking (such transfer may only be changed from within OLB). To change the external account, you must cancel this transfer and set up a new ACH transfer to the new external account.

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

## Step 1. BECU account information

Full Name	Account Number (10 digits)
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## Step 2. My external account information

Name of Financial Institution Receiving Funds	Routing Number
Current Transfer Amount	Account Number

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

- A. Modify the transfer amount.
- B. Modify the BECU account sending the transfer.
- C. Modify the transfer date and/or frequency.

## Step 4. Details about your modifications

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

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

### A. Modify the transfer amount

New Transfer Amount (Between \$10 and \$5,000 per month)	
\$	

### B. Modify the BECU account sending the transfer

Account Number	Account Type
	<input type="radio"/> Checking <input type="radio"/> Savings

## C. Modify the transfer date and/or frequency

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.

## ACH Credit Authorization

- 1. Acknowledgement and retention.** I acknowledge that the origination of Automated Clearing House Association (ACH) transactions from my account must comply with the provision of U.S. Law and the Rules of the National Automated Clearing House Association (Nach). I further acknowledge that I have retained a copy of the *Modify a Recurring ACH Transfer to an External Account* form when I signed it.
- 2. Credit authorization.** You hereby authorize and request BECU to debit funds from your BECU 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 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. Acknowledgment 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 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 98124