



# Business Loan Payment Modification Request

Loan Account Number	Phone Number
Business Name	

## Change Request

I/We acknowledge that the loan must be current at the time of the request.

I/We would like to make the following changes to this business loan payment:

### Due Date Change Request

(excluding Commercial Real Estate Loans and Business Lines of Credit)

☐ New payment due date effective (MM/DD/YYYY):

\*Must be at least 15 days from request date.

### Payment Method Change Request

☐ Automatic transfer from  
BECU account number:

Name on account:

\*By signing below, I/We certify that I/we are authorized to transact on paying account.

☐ Additional principal payment amount (transfer the scheduled loan payment, plus):  
\$

☐ Cancel additional payment.

☐ Coupon payments (monthly payments only, excluding Business Lines of Credit)  
\*Coupon books will be issued and mailed within 14 days to the address in the system

☐ Cancel automatic transfer payment from BECU account.  
\*Payments will still be due on the same due date as per the original contract.

**Note:** If you want to establish or change the automatic deduction for your payment from your account at another financial institution, you must fill out an ACH transfer form: **Set up ACH Transfer from External Account**, **Modify ACH Transfer from External Account**, or **Cancel ACH Transfer from External Account**.

**1. Modification.** This agreement ("Modification") modifies my above referenced Loan Contract ("Contract"). Except as stated in this Modification, all terms and conditions of the Contract (including any prior modification agreements) shall continue in full force and effect and are incorporated herein by reference. All terms not defined in this Modification of the Contract shall have the meanings given in the BECU Business Account Agreements.

**2. Authorization for Automatic Payment.** By signing below, I/we each authorize BECU to automatically transfer the new payment amounts from the specified BECU checking or savings account on each due date, beginning with the first new payment due date specified above. I/We agree that BECU may terminate this automatic payment plan if the loan account is in default and adequate funds are not available in the specified checking or savings account on any scheduled payment date. I/We acknowledge that they will be in default of the payment obligations under the Contract if any payment is not made in full on the date when it is due according to the new payment schedule.

**3. Payment Due Date.** By signing below, Borrower/Co-borrower agrees to repay the entire remaining principal, interest, and any other amounts now or hereafter due under the Contract according to the requested changes indicated above. I/We understand and acknowledge that by adjusting the payment due date, (1) there will be a longer or shorter period of time between payment dates, which could affect the amount of interest due, and (2) the period of time it will take for me/us to repay the loan could be extended. I/We understand that the new payment due date will be disclosed on the next periodic statement mailed after the change is made and I/we hereby agree to make payments in this amount and according to that schedule and by that due date. The next payment will be due on or before the next scheduled payment under the existing Contract.

**4. Representation and Acknowledgment.** By signing below each undersigned signator represents that they are not currently in default under the terms of the above Contract.

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**Important!** I/We understand I/we must sign and return this Loan Modification Request to BECU at least fifteen (15) business days prior to the above payment start date in order for the transfer to begin on that day. At its discretion, BECU reserves the right not to honor any request or to allow payment due date changes.

I/We certify that I/we am/are authorized to modify this Business Loan Contract on behalf of the borrower.

## Authorization

Name / Title	Signature	Date
Name / Title	Signature	Date

If not submitting electronically, return to any BECU location or mail to:

BECU Business Services  
M/S 1146-1  
PO Box 97050  
Seattle, WA 98124-9750