



# Set up ACH Transfer from External Account

Use this form to set up a recurring transfer from your other bank account to your BECU deposit account. A transfer scheduled for a weekend or holiday will occur the following business day. Proof of account ownership is required.

Do you have BECU Online Banking? We also have an easy way to set up transfers online by going to **Transfers > External Transfers**.

If you want to set up a loan payment, please use the *Manage Autopay from a BECU Account* form.

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

## Step 1. BECU account information

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

## Step 2. My external account information

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

## Step 3. Proof of external account ownership

Please attach/include **one** of the following 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** both BECU & external account.
- Screenshots must include requirements above.
- Verification letter must be on bank letterhead.

## Step 4. Transfer details

**Transfer Amount** (Not to exceed \$5,000 per month)

\$

### Transfer occurrence

- If you are using funds for a BECU loan payment, you must choose a date **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) \_\_\_\_\_

- The first transfer date must be between the 1st and 15<sup>th</sup> of the month.

### Transfer end date (optional)

Transfers will occur until terminated or revoked, unless otherwise noted below.

Transfer end date (MM/DD/YYYY)

## 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 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

Date (MM/DD/YYYY)

## 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 authorization and the accompanying External Transfer via ACH Debit 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 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. If the purpose of the ACH transfer is to pay a BECU loan, please notify us if you would like the authorization to continue after your BECU loan is paid off.
- 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.

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