



P.O. Box 14864 - Reading, PA 19612

<b>ACH Authorization Agreement (Electronic Transfer)</b>
--

This will serve as authorization to participate in the Automated Clearing House (ACH) program administered by Utilities Employees Credit Union (UECU) to transfer funds between the designated External Account and **any account** (some exceptions apply to loans and IRA's) under specified member number at UECU. Requests made after 1PM are processed the next business day.

**1. CREDIT UNION ACCOUNT INFORMATION**

ACCOUNT NUMBER	PRIMARY OWNER NAME		JOINT OWNER NAME
HOME PHONE NUMBER	WORK PHONE NUMBER	CELL PHONE NUMBER	EMAIL – <i>necessary for home banking and emergency contact</i>

**2. WHAT WOULD YOU LIKE TO DO?**

- ADD A NEW EXTERNAL ACCOUNT**
- REPLACE THE FOLLOWING EXISTING EXTERNAL ACCOUNT:** \_\_\_\_\_ (enter account number)
- UPDATE** - You authorize UECU to update the existing ACH transfer authorization(s) as directed.
- CANCEL** - You authorize UECU to cancel the existing ACH transfer authorization(s) as directed.

**3. EXTERNAL ACCOUNT INFORMATION**

FINANCIAL INSTITUTION NAME		ACCOUNT OWNER NAME(S)	
ROUTING #	ACCOUNT NUMBER	TYPE: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
FOR PAL USERS: PAL can only be used to <i>send</i> a deposit from <i>one</i> designated UECU share to <i>one</i> external account.			
<input type="checkbox"/> <b>Make this external account my PAL account.</b>			

**4. TRANSACTIONS YOU ARE AUTHORIZING**

***By signing this form you are authorizing UECU to make transfers to and from the specified external account upon your request. At least one owner of the external account must be an owner of the UECU account to initiate withdrawals from the external account.***

***In addition, you may set up recurring transactions by completing the sections below:***

Type of Transfer (Select One)	START DATE
<input type="checkbox"/> <b>TO A UECU ACCOUNT:</b> TYPE: <input type="checkbox"/> SHARE <input type="checkbox"/> CHECKING ID #: _____	AMOUNT
<input type="checkbox"/> <b>FROM A UECU ACCOUNT:</b> TYPE: <input type="checkbox"/> SHARE <input type="checkbox"/> CHECKING <input type="checkbox"/> VISA/LINE OF CREDIT ID # _____	\$
Frequency: (Select One) <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually	

Type of Transfer (Select One)	START DATE
<input type="checkbox"/> <b>TO A UECU ACCOUNT:</b> TYPE: <input type="checkbox"/> SHARE <input type="checkbox"/> CHECKING ID #: _____	AMOUNT
<input type="checkbox"/> <b>FROM A UECU ACCOUNT:</b> TYPE: <input type="checkbox"/> SHARE <input type="checkbox"/> CHECKING <input type="checkbox"/> VISA/LINE OF CREDIT ID # _____	\$
Frequency: (Select One) <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually	

**5. IMPORTANT**

**ATTACH A VOIDED CHECK, DEPOSIT SLIP, COPY OF BANK STATEMENT, OR LETTER FROM BANK THAT CLEARLY DISPLAYS THE CORRECT ACCOUNT AND ROUTING NUMBERS AS WELL AS THE NAMES OF THE ACCOUNT OWNERS. THIS IS NECESSARY TO VERIFY INFORMATION.**

**6. SIGNATURES (ALL UECU ACCOUNT OWNERS MUST SIGN)**

***DO NOT SIGN BELOW UNLESS YOU HAVE READ AND UNDERSTAND ALL TERMS AND CONDITIONS ON THE BACK OF THIS DOCUMENT.***

SIGNATURE 1	PRINT NAME	DATE
SIGNATURE 2	PRINT NAME	DATE
SIGNATURE 3	PRINT NAME	DATE

## **ACH Transfer Authorization Agreement**

This will serve as my/our authorization to participate in the Automated Clearing House (ACH) transfer service administered by Utilities Employees Credit Union (UECU) to transfer funds between the designated External Account and my/our accounts (some exceptions apply to IRA's) under a specified member number at UECU. You must be a U.S. citizen or permanent resident and at least 18 years old to use this service.

### **Terms and Conditions**

This agreement explains the terms and conditions governing your access to and use of the ACH transfer service (the "Service"). The terms "our", "we", "us", and "Credit Union" refer to Utilities Employees Credit Union ("UECU"). The terms "you", "your" and "member" refer to each and all account owners under the specified UECU Membership Account number and anyone whom you have authorized to use the service. An "External Account" is a checking or savings account at another financial institution.

You agree to designate only personal External Accounts, as business, corporate or organizational accounts are not allowed. It is your responsibility to ensure you enter a valid and correct ABA routing number and External Account number. You are responsible for verifying any restrictions regarding transfers to or from any External Account that you designate. The Credit Union is not responsible for direct, indirect, special or consequential costs, fees, losses, penalties or other damages resulting from transfers that are not permitted under restrictions of other financial institutions or those imposed by applicable laws and regulations.

You certify that the information provided is true and correct and that you are an authorized agent with full permission to access the provided External Account. We will ask you to confirm ownership of your External Account by verifying one or more small transfer amounts that will be credited to your External Account. Your ACH transfer requests will not be deposited to or withdrawn from an External Account until you validate the test transactions. If any transfer from an External Account is returned or rejected for insufficient funds or any other reason, you authorize the Credit Union to collect sufficient funds from any of your Credit Union accounts to cover the transaction and any applicable fees. If any transfer to an External Account is returned to the Credit Union for any reason, the Credit Union will credit the funds to your UECU Membership Account within a reasonable time. Your UECU accounts are governed by the terms and conditions of the Membership and Account Agreement and our current Fee Schedule.

You agree to release UECU and its agents from all liability and indemnify and hold harmless the same from any and all losses, damages, or costs for acting in good faith in accordance with oral, written or electronic instruction or authorization or information provided by you under or pursuant to this agreement. You agree to release UECU and its agents in the event UECU makes an error which underpays or overpays your account and authorize UECU to debit or credit your account as necessary to correct any errors.

This Service is performed by us in accordance with the rules of the National Automated Clearing House Association ("NACHA") as such rules are amended from time to time. We reserve the right to change terms and conditions described in this Agreement. We reserve the right to terminate your access, or any access, to this Service, to cancel any and all transactions, and remove any designated External Account(s) for any reason, including without limitations: fraud; misuse; kiting; ACH transaction rejects and returns; any unauthorized access or use of the Service; or any violation or intent to violate law or regulation. Your ACH authorization to and from an External Account will continue until terminated by any account owner by notification in writing to UECU, by submitting a change via the "Transactions" menu on *Advantages Online*<sup>TM</sup> or upon notification from a financial institution of an invalid or closed External Account. Termination will be effective as soon as UECU, upon receipt, has had reasonable time to act upon it. ACH Authorizations not used to originate a transfer to or from a designated External Account for eighteen consecutive months will be considered dormant and will be expired.

Transfers are subject to internal review by UECU based on the amount of the transaction, your relationship with UECU, destination accounts, fraud screening and such other factors that UECU may apply from time to time. In the event we determine that there are risks associated with a transfer, we may delay or cancel the transfer and contact you, or direct you to contact us to provide additional details on the transfer before it is initiated or funds are released.

By signing this form you are agreeing to be bound by these terms and conditions. We reserve the right to change the terms under which this service is offered at any time, however, we will notify you of any material change to the terms. We reserve the right to notify you by e-mail or by conventional mail. You agree that if you continue to use the Service after we notify you of any change, you thereby accept the changes to the terms and agree to be bound by this agreement, as amended.

### **Additional Information**

- A. A new form must be completed when changing other financial institution account, Credit Union account, and/or money amount information.
- B. Starter checks will not be accepted.
- C. If an ACH frequency is a holiday or weekend, money will remit on the next business day.
- D. Complete one form for each External Account.
- E. UECU, as Custodian for an IRA account, may not authorize distributions through this form.
- F. UECU, as Custodian for an IRA account, will only authorize current year IRA contributions through this form.
- G. For questions about this form or this service, contact Member Service at 1-800-288-6423 or 610-927-4000, in the Reading, PA area. You may also contact us via email at [advantages@uecu.org](mailto:advantages@uecu.org).