



## Automatic Payment Enrollment/Change Form

Please complete the applicable sections; then print, sign, and attach a copy of a voided check. You can:

- Drop off at any branch location
- Mail to P.O. Box 990, Manchester, NH 03105
- Fax to (603) 647-1120
- Scan and send as an attachment through your Online Banking secure email

I hereby authorize St. Mary's Bank to initiate debit entries and to initiate, if necessary, adjustment credit entries to my account at the financial institution named below for the purpose of automatically paying my loan payment with St. Mary's Bank.\*

My St. Mary's Bank Loan Account Number for Automatic Payment: \_\_\_\_\_

Transfer Amount: \_\_\_\_\_ (if different than the loan payment amount)

Transfer Start Date: \_\_\_\_\_ (if different than the loan payment due date) then monthly thereafter

### New Payment:

To originate the debit (credit) entry, my account information at the other financial institution is as follows:

Name of Financial Institution: \_\_\_\_\_ Type of Account:  Checking  Savings

Account Number to Debit: \_\_\_\_\_ 9-Digit Bank Routing Number: \_\_\_\_\_

### Change to Current Enrollment in Automatic Payments:

Date: \_\_\_\_\_  
*Current Effective Date of Transfer* *New Effective Date of Transfer*

Amount of Payment: \_\_\_\_\_  
*Current Amount of Transfer* *New Amount of Transfer*

**This authority is to remain in effect until St. Mary's Bank has received written notification from me, or other authorized signer, of its termination. Written notification is required at least 5 business days prior to next payment due date.**

\_\_\_\_\_  
*Print Member Name*

\_\_\_\_\_  
*Member's Signature*

\_\_\_\_\_  
*Date*

\*Certain loan types are not eligible. The first payment due date must be at least 10 calendar days after today's date. Loan payments due on a non-business day shall be processed on the immediately preceding business day. A pre-notification will be generated prior to the first payment. Payments will be generated based upon the loan account's next due date. The amount of the loan payment will be determined by the current payment amount. St. Mary's Bank reserves the right to terminate this agreement at any time upon member notification. Dishonored items will not be resubmitted, and member will be responsible for payment.

*Internal Use Only*

Rep Initials \_\_\_\_\_