# UNIVERSITY credit union

# Periodic Transfer of Funds (PTOF)

**PLEASE PRINT OR TYPE:**

Name (Last, First, Middle)_____

Account Number_____     Daytime Phone No. and Ext _____

Email Address_____

**AUTHORIZATION (check one):** ❑ Initial Authorization  ❑ Change  ❑ Cancel Specific Transfer  ❑ Cancel All Transfers

**FREQUENCY (check one):**     ❑ Weekly     ❑ Bi-Weekly     ❑ Semi-Monthly     ❑ Monthly

I hereby authorize University Credit Union to process the transfers listed below, according to my scheduled frequency, subject to funds availability and subject to the credit union deadlines.  I further authorize the Credit Union to change my transfer amount if the loan payment amount changes. Transfers will be attempted according to the frequency selected on the same day as the initial transfer (For example:  if a transfer start date is scheduled for February 6th, subsequent monthly transfers will occur on the 6th day of the month).  Transfer dates that fall on Saturdays, Sundays or Credit Union holidays will be attempted on the scheduled day.  If funds are not available on the transfer day, the transfer will be attempted once a day on each of the next two days, until funds are available.  If funds are not available after the third attempt, no further transfers will be attempted until the next scheduled frequency. If a selected transfer start date is the 29th, 30th or 31st of the month and that date is not available in a subsequent month, the default transfer date will be the last business day for that particular month.  **I understand this authorization will remain in effect until I cancel it in writing.**

| **Transfer Request #1** | | | | | |
|---|---|---|---|---|---|
| Start Date: | ❑ Loan payment amount  or ❑ Amount $ | From which Suffix | To UCU Account | Select One<br>❑ Share<br>❑ Loan<br>❑ Certificate | To Suffix Number |
| **Name on Account\* (if transfer is to a different account number)** | | **Signature of other account owner\*** | | | |

| **Transfer Request #2** | | | | | |
|---|---|---|---|---|---|
| Start Date: | ❑ Loan payment amount  or ❑ Amount $ | From which Suffix | To UCU Account | Select One<br>❑ Share<br>❑ Loan<br>❑ Certificate | To Suffix Number |
| **Name on Account\* (if transfer is to a different account number)** | | **Signature of other account owner\*** | | | |

| **Transfer Request #3** | | | | | |
|---|---|---|---|---|---|
| Start Date: | ❑ Loan payment amount  or ❑ Amount $ | From which Suffix | To UCU Account | Select One<br>❑ Share<br>❑ Loan<br>❑ Certificate | To Suffix Number |
| **Name on Account\* (if transfer is to a different account number)** | | **Signature of other account owner\*** | | | |

| **Cancellation Request** | | | | | |
|---|---|---|---|---|---|
| Date to Cancel Transfer | ❑ Loan payment amount  or ❑Amount $ | From which Suffix | To UCU Account | Select One<br>❑ Share<br>❑ Loan<br>❑ Certificate | To Suffix Number |

\*If a transfer is requested to another member's UCU account, the owner of the account receiving funds must sign to initiate the transfer request.  UCU cannot reverse a transfer between two separately owned accounts without the written approval of both the sending and receiving parties.

**Signature**_____     **Date:** _____

| **UCU Use Only** | | | |
|---|---|---|---|
| Received by Teller No. _____  Date Received _____  Completed by Teller No. _____  Completion Date _____ | | | |

(Modified: April 2024)