



BAY CITIES CREDIT UNION
AUTOTRANSFER
PERIODIC PAYMENT AGREEMENT

Existing Primary Members may use this form to start or cancel a Periodic Payment to a creditor.

Complete only the applicable portions of the form, and then **fax to us at 510-881-8509** or mail to: **Bay Cities Credit Union, PO Box 30, Hayward, CA 94543.**

Member Services Use Only

Date Received

Date Loaded

Loaded by

Authorization Agreement for or Cancellation of Periodic Payment:

- I hereby authorize Bay Cities Credit Union to deduct the amount below from the applicable account, to be transferred to other accounts or mailed to my creditor as indicated on this request form. I understand that it is my total responsibility to have the funds available in the account by the due date of the periodic payment. I understand that if the funds are not available, and my periodic payment cannot be mailed, the Financial Institution is not responsible for any late charges that I may incur from the creditor. If funds are not available for 10 consecutive days, the payment will be dropped from the system. In such case you will need to resubmit an Authorization Agreement once the funds are available.
- I hereby request Bay Cities Credit Union cancel the Periodic Payment described below. I understand that it is my responsibility to allow Bay Cities Credit Union sufficient notice to cancel the payment before it is issued.

COMMENCING DATE

UNTIL (FINAL PAYMENT, IF ANY)

FREQUENCY: WEEKLY BI-WEEKLY SEMI-MONTHLY MONTHLY BI-MONTHLY
 (CIRCLE ONE) QUARTERLY SEMI-ANNUALLY ANNUALLY EVERY FOUR WEEKS

FROM ACCOUNT #

AMOUNT \$

TO ACCOUNT #

OR

ISSUE CHECK PAYABLE TO:

(ENTER CHECK

PAYEE DETAIL)

CHECK STUB REFERENCE:

This authority is to remain in full force and effect until Bay Cities Credit Union has received written notification of its termination in such time and in such manner as to afford Bay Cities Credit Union a reasonable opportunity to act on it.

BAY CITIES MEMBER NO.

BAY CITIES ACCOUNT TYPE

PLEASE PRINT NAME

MEMBER SIGNATURE _____

DATE