



## **AUTOMATIC ACH EXTERNAL PAYMENT OR ACH TRANSFERS PLAN AND FORM**

We are pleased to offer you the “Automatic Payment Plan or ACH Transfer” service. Now you can have your loan payment or ACH Transfer made automatically from your checking account or savings account. And, you will not have to change your present banking relationship to take advantage of this service.

### **The Automatic Payment Plan Or ACH Transfer Will Help You In Several Ways:**

- It saves time – fewer checks to write.
- Helps meet your commitment in a convenient and timely manner – even if you are on vacation or out of town.
- No lost or misplaced statements, your payment, or ACH transfer is always on time.
- It saves postage.

### **Here Is How The Automatic Payment Plan or ACH Transfer Works:**

You authorize regularly scheduled payments or ACH transfers to be made from your checking account or savings account. Then, just sit back and relax. Your payments or ACH transfers will be made automatically on the specified day. And proof of the payment or ACH transfer will appear with your bank statement.

The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization. If you would like to change the amount of your payments or ACH transfer, contact us.

The Automatic Payment Plan or ACH Transfer is dependable, flexible, convenient, and easy. To take advantage of this service complete the attached authorization form and return it to us.

### **When the Transfers or Payments Take Place:**

There are per schedule transfers (these will post to the customer’s accounts at BankWest on Friday if they are for a weekend or the day before a holiday).

Loan payment transfers (these will post to the customer’s account at BankWest on a Monday if the transfer is for the weekend or the day after a holiday).

# AUTOMATIC ACH FORM FOR EXTERNAL PAYMENTS OR ACH TRANSFERS

Customer Name: _____	SSN: _____
Customer Name: _____	SSN: _____

I (we) hereby authorize BankWest to initiate **debit/credit** entries to my (our) account(s) as indicated below and the financial institution named below, hereinafter called Financial Institution, to **debit/credit** the same to such account. I (we) agree to have available funds in my (our) account on the designated date to effect this transfer. I (we) agree to pay any applicable fees for this service as disclosed in the Fee Schedule. This authority will remain in effect until I (or either of us) notify the bank at least one week prior to my next settlement date. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. Law.

I/(we) hereby authorize and request BankWest to transfer \$ \_\_\_\_\_

Begin this transfer on (date): \_\_\_\_\_

Continue transfer on a  Monthly  Bi-weekly  Other: \_\_\_\_\_

- For scheduled "Deposit Account Transfers" (these will post to the customers accounts at BankWest on Friday if they are for a weekend or the day before a holiday).
- For scheduled "Loan Payment Transfers" (if this date falls on a Saturday, Sunday, or Bank Holiday, this transfer will automatically be made the following business day).
- BankWest, Inc will make every effort to complete this transfer unless circumstances beyond our control prevent the transfer, despite reasonable precautions that we have taken. All terms and conditions of your account agreement apply to this agreement.

### "From" Account Information

**FROM** Account # \_\_\_\_\_ Type of Account \_\_\_\_\_

Name of Account Holder \_\_\_\_\_

Financial Institution Routing # \_\_\_\_\_

Financial Institution Name: \_\_\_\_\_

*Transfer Description you want coded on the account:* \_\_\_\_\_

### "To" Account Information

**TO** Account # \_\_\_\_\_ Type of Account \_\_\_\_\_

Name of Account Holder \_\_\_\_\_

Financial Institution Routing # \_\_\_\_\_

Financial Institution Name: \_\_\_\_\_

\_\_\_\_\_  
*(Customer Signature and Date)*

\_\_\_\_\_  
*(Customer Signature and Date)*

Note: Please attach to this document a voided check or voided savings withdrawal from the other bank.

### Internal Handling:

\_\_\_\_\_  
Signature of BankWest Associate Receiving Request

\_\_\_\_\_  
Date Received

Input by: \_\_\_\_\_ Date \_\_\_\_\_ Verified by: \_\_\_\_\_ Date \_\_\_\_\_