

Electronic Funds Transfer (EFT) Form Instructions

There are two ways you can setup an electronic funds transfer:

1. With Transfer to/from Other Institutions through Online Banking
2. Fax a completed EFT form to the Credit Union.

ONLINE BANKING INSTRUCTIONS

With Online Banking, you can easily make transfers between your BCU accounts and your accounts at other financial institutions.

- You can transfer funds by selecting the “Transfers to/from Other Institutions” link within Online Banking
- Add accounts from other banks or credit unions
- Set up one time transfers or on a recurring basis.

If you are an Online Banking member, simply login to Online Banking and follow the step by step instructions. If you are not an Online Banking member, sign up for Online Banking today so you can start transferring funds, plus enjoy all of the additional convenient features of Online Banking.

EFT FORM INSTRUCTIONS

With the EFT Form you can request to pay a loan, transfer to (Deposit), and transfer from (Withdrawal) your BCU accounts. Please sign and complete the form with the requested information and fax it to (866) 920-3555 or Mail Signed Forms to: BCU – Attn: Account Services – PO Box 8133 – Vernon Hills, IL 60061

If making a loan payment to BCU from another financial institution you’ll need the following information:

- Your BCU Loan ID
- Dollar amount of the Loan Payment
- Due Date
- Other Financial Institution’s name, phone number, ABA number and if the payment is coming from checking or savings.

If transferring funds to your BCU account (Deposit) from another financial institution

You will need to have your BCU Share ID, Dollar amount of the recurring transfer, Date of transfer, Other Financial Institutions Information (Name, Phone Number, ABA Number and if the payment is coming from Checking or Savings)

Transfer funds from your BCU account (Withdrawal) to another Financial Institution

You will need to have your BCU Share ID, Dollar amount of the recurring transfer, Date of transfer, Other Financial Institutions Information (Name, Phone Number, Routing Transit Number, Account Number, and if the payment is coming from Checking or Savings)

Locate Routing Transit and Account Number on the bottom of your check

0000000000 : 0000000000 : 015
— Routing Transit # — Account # —

Please note the Electronic Funds Transfer (EFT) may take up to 30 days to setup due to pre-noting and confirming your account information at your other financial institution.

PLEASE PRINT, SIGN, AND RETURN THE FORM ON THE NEXT PAGE.

Electronic Funds Transfer (EFT) – Authorization Form

BCU Account Information

Account Number	Account Holder's Full Name	Joint Account Holder's Full Name (if applicable)
Email Address		

Please note that we will need your email address to let you know where we are in the process of setting up your EFT

Other Financial Institution Information

Name of Financial Institution	Phone Number	Account Holder's Full Name
Routing Transit Number	Account Number	Account type: Checking Savings

Making a Loan Payment to BCU from another Financial Institution:

Loan #1:

Loan ID
Payment Amount
Payment Date
Monthly Twice a month Weekly Bi-Weekly

Loan #2:

Loan ID
Payment Amount
Payment Date
Monthly Twice a month Weekly Bi-Weekly

Loan #3:

Loan ID
Payment Amount
Payment Date
Monthly Twice a month Weekly Bi-Weekly

Transfer funds to your BCU account (Deposit) from another Financial Institution:

Share ID
Payment Amount
Payment Date
Monthly Twice a month Weekly Bi-Weekly

Transfer funds from your BCU account (Withdrawal) to another Financial Institution:

Share ID
Payment Amount
Payment Date
Monthly Twice a month Weekly Bi-Weekly

Fax forms to (866) 920-3555 or Mail Signed Forms to: BCU Attn: Account Services PO Box 8133 Vernon Hills, IL 60061

Member Signature: _____

Date: _____

Joint Member Signature: _____

Date: _____

My (our) signature above authorizes BCU to debit or credit my Checking or Savings account as indicated above. I (We) agree that your rights in respect to each withdrawal (deposit) drawn on indicated account shall be the same as if it is a check drawn on that account and personally signed by either of us and that you shall be further protected in honoring such withdrawal (deposit).

I (We) further agree that if any such EFT is dishonored with cause, BCU shall be under no liability whatsoever if such dishonor results in late or overdrawn charges on my BCU account. If you received a discounted rate for using an automatic payment method, changing to a non automatic payment method may result in a rate adjustment for the amount discounted.

For Loans: I understand that if this is for a vehicle loan, my payment may increase if I fail to provide proof of insurance as required. I understand that I must continue to remit payments on time until EFT begins. Line of Credit loan payment amounts may vary due to fluctuations in balances. We will debit your account the above indicated fixed amount or the minimum payment for that loan, which ever is greater.

*Loan payment amounts are quoted prior to the loan being booked. Small variances in payment amounts may occur after the loan is booked.

This authority is to remain in full force and effect until BCU has received written notification from me/us of its termination at least 3 days prior to transaction date and in such manner to afford reasonable opportunity to act on it.

Please note the Electronic Funds Transfer (EFT) may take up to 30 days to setup due to pre-noting and confirming your account information at your other financial institution.