



Revised 1/23/2018

Automatic Transfer Authorization



DATE: _____ EMPLOYEE: _____

CUSTOMER NAME: _____ SSN: _____

BUSINESS NAME: _____ TIN: _____

CUSTOMER ADDRESS: _____ PHONE #: _____

(City) (State) (Zip)

TRANSFER FROM

Account No: _____

Account Type:
 Checking Savings

Account Location:
 Internal External *(Please attach a voided check)*

Account Name: _____

Institution Name: _____

Routing Number: _____

TRANSFER TO

Account No: _____

Account Type:
 Checking Savings Mortgage Loan

Account Location:
 Internal External *(Please attach a voided check)*

Account Name: _____

Institution Name: _____

Routing Number: _____

For **INTERNAL** mortgages/loans **ONLY**.
 If the mortgage/loan is with another institution, the customer will need to set up a transfer with that institution.

PAYMENT INSTRUCTIONS

Amount: \$ _____ *Beginning Date: _____

Frequency: Monthly *For **MORTGAGES**, choose 1st, 5th, 10th, 12th, 14th or 15th of the month.

► **NOTE: THE INITIAL SETUP TIME REQUIREMENT IS 30 DAYS FOR EXTERNAL TRANSFERS (15 DAYS FOR INTERNAL) TO BE SETUP.**

AUTHORIZATION

I hereby authorize Cache Valley Bank ("bank") to make the transfer(s) indicated above until further notice from me. If this agreement changes, any prior authorization between the bank and me, the prior authorization is hereby cancelled, and I instruct the bank to follow this authorization. I further acknowledge that the bank has no responsibility to contact me when the above transfer(s) occur(s). If the transfer date chosen falls on a non-business day, I understand that the amount specified will be transferred on the business day after that date. I understand that I can call the bank to find out whether or not the transfer has been made. I understand that it is my responsibility to have sufficient funds available in my account one business day prior to and on the transfer date(s) in order for the bank to make the automatic payment(s). I acknowledge that if sufficient funds are not available in my Cache Valley Bank account to cover the amount of the transfer(s), the automatic payment(s) may not be made. I further acknowledge that the bank will not be liable for any charges, including but not limited to, any charges related to items returned because of insufficient funds, or for any late charges or additional interest if this authorization is for automatic loan payment(s). Notice of termination/amendment of this transfer must be received by the bank no less than 10 business days prior to the next scheduled transfer date and shall be effective only with respect to entries initiated by the bank after the bank has had a reasonable time to act. By my signature, I guarantee that I have legal right to conduct any and all business on the accounts listed above.

X _____ X _____

Customer Signature Customer Printed Name Date

FOR OFFICE USE ONLY

Internal Transfer(s) Completed By: _____ Date: _____ Branch #: _____

External Transfers (to/from) send to support@cachevalleybank.com Transfers to **CVB Mortgage** accounts - send to support@cachevalleybank.com

External Transfer(s) Completed By: _____ Document scanned and indexed on Arc Image.