



Automatic Transfer Authorization - Amendment

Rev 2/7/2020

****Changes must be received 10 business days prior to the requested effective date****



DATE: _____ **BANK EMPLOYEE:** _____

CUSTOMER NAME: _____ **SSN:** _____

BUSINESS NAME: _____ **TIN:** _____

CUSTOMER ADDRESS: _____ **PHONE #:** _____

(City/State/Zip): _____

CURRENT TRANSFER INFORMATION

EXTERNAL: (Monthly) **(OR)** **INTERNAL:** Daily Wkly Bi-Wkly Semi-Mthly Mthly Qtrly Semi-Annual Annual

Transfer Amount: _____ **CREDIT Account Number:** _____ **DEBIT Account Number:** _____ **Transfer Date:** _____

External F.I. Routing #: _____ **External F.I. Name:** _____

AMENDMENT(S)

Temporary Change Options (check all that apply)

New Amount: _____
Beginning Date: _____
Effective Until: _____
(Original Agreement will take effect after this date.)

Day of Month
Beginning Date: _____
Effective Until: _____

Skip a Payment
Date(s) to Skip: _____
Date to Resume: _____
(Payment will resume on this date.)

Frequency: (Internal Transfers ONLY - choose one)
 Daily Weekly Bi-Weekly Semi-Monthly
 Monthly Quarterly Semi-Annually Annually

Permanent Change Options (check all that apply)

*** Effective until cancelled/amended ***

New Transfer Date: _____

New Trsfer Amount: _____

New CREDIT Acct #: _____
 Checking **OR** Savings

New DEBIT Acct #: _____
 Checking **OR** Savings

New External F.I. Routing Number: _____

New External F.I. Name: _____

Frequency: (Internal Transfers ONLY; choose one)
 Daily Weekly Bi-Weekly Semi-Monthly
 Monthly Quarterly Semi-Annually Annually

Transfer CANCELLED - Date: _____

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.

Customer Signature

Customer Printed Name

Date

FOR OFFICE USE ONLY

Internal Transfer Completed By: _____ **Date:** _____ **Branch #:** _____

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

External Transfer Completed By: _____ **Document scanned and indexed on Arc Image:**

Spreadsheet Updated - Main Office (for External Accounts)

- **Internal** scanned at **Branch** to **DEP Automatic Transfer - Internal**
- **External** scanned at **Main Office** to **DEP Automatic Transfer - External**