



Rev 6/25/19

# Automatic Transfer Authorization



DATE: \_\_\_\_\_ BANK EMPLOYEE: \_\_\_\_\_

CUSTOMER NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ TIN: \_\_\_\_\_

CUSTOMER ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

\_\_\_\_\_  
(City) (State) (Zip)

## TRANSFER FROM\*

Account No: \_\_\_\_\_

Account Type:  
 Checking  Savings

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

Account Name: \_\_\_\_\_

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

Routing Number: \_\_\_\_\_

\*The **FROM** *internal* or *external* account must be a CVB customer; they also sign down below under "Authorization."

External FROM accounts for non CVB customers must be sent from and authorized at their financial institution.

## TRANSFER TO

Account No: \_\_\_\_\_

Account Type:  
 Checking  Savings  CVB Mortgage  CVB Loan

Account Location & Information:  
 Internal  External (Please attach a voided check for external)

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.

(complete for *Internal* or *External*)

(complete for *Internal* or *External*)

(complete for *Internal* or *External*)

## PAYMENT INSTRUCTIONS

Amount: \$ \_\_\_\_\_ Beginning Date: \_\_\_\_\_ (For **MORTGAGES**, choose 1st, 5th, 10th, 12th, 14th or 15th of the month.)

Frequency: Internal:  Daily  Weekly  Bi-Weekly  Semi-Monthly  Monthly  Quarterly  Semi-Annually  Annually  
 (choose **ONE**) External: **Monthly** (External Automatic Transfers will **ONLY** be processed **monthly**.)

► 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.

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](mailto:support@cachevalleybank.com)  Transfers to **CVB Mortgage** accts - send to [support@cachevalleybank.com](mailto: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