

# Automatic Mortgage Payment Authorization

To take advantage of this FREE service, complete this form and return it along with a voided check to any Salal branch, fax it to 206.299.9474, or mail it to: Salal Credit Union, Attn: Mortgage Servicing, PO Box 75029, Seattle, WA 98175-0029.

**Please continue making your mortgage loan payment by check until you have been notified in writing by Salal Credit Union that your authorization form has been processed.**

**NEW AUTHORIZATION**

**CHANGE AUTHORIZATION**

**CANCEL AUTHORIZATION**

Member Name \_\_\_\_\_ Member Phone \_\_\_\_\_

Membership Account Number \_\_\_\_\_ Mortgage Loan Number \_\_\_\_\_

## AUTHORIZATION

I hereby authorize Salal Credit Union to initiate debit entries to the checking or savings account indicated below and apply those funds to the Mortgage Loan Number identified above. I also agree to maintain an account with a sufficient balance in the checking or savings account authorized to cover this loan payment. I understand that if on three (3) consecutive monthly occasions there are not sufficient funds in the checking or savings account identified or the account is closed, Salal Credit Union has the right to terminate this Automatic Mortgage Loan Payment Authorization (Authorization) upon 30 day notice.

This Authorization is to remain in effect until revoked orally or in writing at least three (3) business days prior to the payment date by either party. Authorization can be revoked by calling 800.562.5515 ext. 8906 or via mail to: Salal Credit Union, Attn: Mortgage Servicing, PO Box 75029, Seattle, WA 98175-0029. If there are not sufficient funds in your Salal Credit Union account on the requested transfer date, your transfer will not occur.

## FINANCIAL INSTITUTION

### SALAL CREDIT UNION

Checking Savings Money Market Account #: \_\_\_\_\_ Share ID: \_\_\_\_\_

### OR OTHER FINANCIAL INSTITUTION

Checking Savings Money Market

FI Name \_\_\_\_\_ Account #: \_\_\_\_\_ Routing Number (9 digits): \_\_\_\_\_

## PAYMENT DETAILS

**MONTHLY PAYMENT** \_\_\_\_\_ **TO BE MADE ON DAY** \_\_\_\_\_ **OF EACH MONTH** \_\_\_\_\_ **MONTH TO BEGIN:** \_\_\_\_\_

Payments are due on the first (1st) of each month and are considered late 15 calendar days after the due date. Automatic payments should be scheduled no later than the 15th of each month to avoid late charges.

**ADDITIONAL PRINCIPAL PAYMENT** \$ \_\_\_\_\_

You may designate an amount to be automatically applied to principal each month in addition to your regular payment. This extra principal payment will debit separately from the monthly regular payment.

**IF MARKED AS A "CHANGE AUTHORIZATION" OR "CANCEL AUTHORIZATION" ABOVE PLEASE DESCRIBE:** \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_ Account Holder Signature \_\_\_\_\_

## SALAL CREDIT UNION USE ONLY

Branch Employee Name & Teller #: \_\_\_\_\_ Date Received in Branch: \_\_\_\_\_

### Automatic Payment Set Up by Mortgage Servicing:

Completed by: \_\_\_\_\_ Completion Date: \_\_\_\_\_