



# ACH ORIGATION / REVOCATION AGREEMENT

## 1. MEMBER ACCOUNT INFORMATION

MEMBER NAME: \_\_\_\_\_

ACCOUNT NUMBER TO BE  CREDITED OR  DEBITED: \_\_\_\_\_

SAVINGS ID \_\_\_\_\_  CHECKING ID \_\_\_\_\_  LOAN ID \_\_\_\_\_

## 2. ORIGATION INFORMATION

\* AMOUNT: \$ \_\_\_\_\_

\*\*START DATE: \_\_\_\_\_

END DATE: \_\_\_\_\_

(Specify Date or Indefinite)

TRANSACTION FREQUENCY:  One Time  Weekly  Biweekly  Monthly  
 Semi-Monthly \_\_\_\_\_ (Day 1) \_\_\_\_\_ (Day 2)

Note: \*Funds must be on deposit by 2 pm on the day of transfer  
\*\* Form required 14 Business days prior to start or due date

## 3. RECEIVING DEPOSITORY INFORMATION

TRANSIT ROUTING (ABA) NUMBER: \_\_\_\_\_

INSTITUTION NAME: \_\_\_\_\_

ACCOUNT NAME/TITLE: \_\_\_\_\_

ACCOUNT NUMBER TO BE  CREDITED OR  DEBITED: \_\_\_\_\_

SAVINGS  CHECKING  LOAN

## 4. REVOCATION INFORMATION

AMOUNT: \$ \_\_\_\_\_

TRANSIT ROUTING (ABA) NUMBER: \_\_\_\_\_

INSTITUTION NAME: \_\_\_\_\_

ACCOUNT NAME/TITLE: \_\_\_\_\_

OTHER INFORMATION: \_\_\_\_\_

(Savings/Checking/Transfer Date)

## 5. AUTHORIZATION

I hereby authorize BELVOIR FEDERAL CREDIT UNION to initiate or revoke debit or credit entries to or from the account indicated above directly through the Electronic Payment Network. This authorization will remain in effect until written notification is received from me to terminate or change same. It is my understanding this authorization may also be revoked by notification by the receiver and as described in the rules and regulations specified by the NACHA (National Automated Clearing House Association). I hereby agree to indemnify and hold harmless Belvoir Federal Credit Union from and against all claims that may arise against it by reason of acting pursuant to the foregoing authorization and agreement. I also understand that all funds must be on deposit by 2pm the day of transfer.

X \_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Date

BFCU Use Only

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

## ACH ORIGATION / REVOCATION Frequently Asked Questions & Answers

Belvoir Federal Credit Union offers ACH Origination for both Debit and Credit transactions. These transactions must be in compliance with the Rules and Regulations Governing the ACH Network. Payments can be set up as a one-time transfer or a weekly, bi-weekly, monthly or semi-monthly to correspond with the members request. The following are some frequently asked questions about ACH origination, and the ACH Origination/Revocation Agreement.

**Q: What is ACH origination?**

**A:** It gives us the ability to receive funds from other financial institutions via an automated clearinghouse (ACH). The Federal Reserve acts as this clearinghouse.

**Q: Which financial institutions can participate in these transactions?**

**A:** Most financial institutions are able to participate in these transactions. If you are not sure, then contact the institution and ask them if they are a "Receiving Depository Financial Institution" (RDFI).

**Q: Why would a member want to pay their bills via ACH origination?**

**A:** Automated payments reduce the time and money spent paying bills through the mail. It also helps ensure that the payments are made on time.

**Q: What do I do to start my ACH transfer through ACH?**

**A:** A completed ACH Origination/Revocation Agreement must be submitted. You will need the routing number and the account number for the Institution that is to be debited/credited. Please refer to the sample check below for the location of the required information. You must verify the routing information with the receiving institution.

**Q: How long will the initial set-up take for recurring debits?**

**A:** BFCU will need a completed ACH Origination/Revocation Agreement at least 14 business days before the transfer date.

**Q: When must the funds be on deposit to ensure the ACH transfer is processed?**

**A:** All funds must be on deposit by 2pm on the transfer date.

**Q: How do you request a stop on an ACH debit or credit?**

**A:** To stop an ACH debit or credit you must complete Number 4. (Revocation Information) on the ACH Origination/ Revocation Agreement and submit the request at least 2 days prior to the next scheduled transfer date.

<b>SAMPLE CHECK</b>		<b>0001</b>
	DATE _____	
PAY TO THE ORDER OF _____	\$ <input type="text"/>	
		DOLLARS
MEMO _____		
⑆ 123456789 : 0123456789 ⑆ 0001		
Routing Number	Account Number	