

## AUTOMATIC DEBIT AUTHORIZATION

I authorize **Texas A&M University** (TAMU) and its successors and assigns to initiate electronic debit entries to my checking or savings account indicated below and I authorize the financial institution ("BANK") named below to debit these entries from my account. This authority shall remain in effect until the earlier of the following dates; TAMU and BANK have received notification from me of its termination in such time and in such manner as to afford TAMU and BANK a reasonable opportunity to act on it, or until my loan account has been paid in full, or until TAMU or BANK has sent me ten (10) days written notice of TAMU's or BANK's termination. If I choose to terminate this authorization to debit my account, I will notify TAMU and BANK in writing and will allow ten (10) days to process the termination. I understand that TAMU will notify me of any changes in the dollar amount debited from my account. I acknowledge that some or all of the below referenced information may be released to the bank used by Texas A&M University to process the electronic debit transaction. I understand that a returned item fee will be assessed to my TAMU account for any attempt to debit that is rejected by my bank.

New ACH  Changed ACH  Month ACH is to Start \_\_\_\_\_ Today's Date \_\_\_\_\_

**\*For new & changed ACH, complete form along with your voided check to insure accuracy of routing and account numbers.**

**\*\*If received in our office on or before the 9<sup>th</sup> of the month, we will pre-note (test) your ABA/routing number on the 10<sup>th</sup> of the month. We will then be able to debit your account for the first time 5 days later on the 15<sup>th</sup>. (Example: form received May 9<sup>th</sup>, ABA/routing number tested on May 10<sup>th</sup>, first debit will occur May 15<sup>th</sup>)**

### **Customer Information**

Customer Universal Identification Number/UIN \_\_\_\_\_ - **00** - \_\_\_\_\_  
(For security reasons do not enter your SSN. If you do not know or have a UIN please call (979) 845-8023).

Customer Name \_\_\_\_\_

Customer Current Address: (Street) \_\_\_\_\_

(Town) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Customer E-mail \_\_\_\_\_ Phone number ( ) \_\_\_\_\_ - \_\_\_\_\_

### **Bank Account Information**

Name of Financial Institution \_\_\_\_\_

Type of Financial Institution (check one) ( ) Bank ( ) Savings and Loan ( ) Credit Union

Bank Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Type of Account (check one) ( ) Checking ( ) Savings

Account Holder Name (If different from "Customer") \_\_\_\_\_

### **Monthly Debit Information**

Amount to be debited on the fifteenth (15<sup>th</sup>) of each month \_\_\_\_\_

\* If you have additional loans that enter repayment at a future date, this amount may increase. We will notify you prior to any increases being made to the debit amount.

### **Billing and Address Information**

I understand that I will receive an account statement once a year and will not receive a monthly billing statement. I am responsible for notifying Student Business Services at (979)845-8023 or e-mail [loans@tamu.edu](mailto:loans@tamu.edu) ) of any address or name changes.

### **Signatures**

Customer Signature \_\_\_\_\_

Account Holder Signature (If different from "customer") \_\_\_\_\_

**Mail to: TAMU Business Services**

**or Fax to: (979) 845-8126**

**6001 TAMU**

**College Station, Texas 77843-6001**

\*To terminate your ACH agreement email: [loans@tamu.edu](mailto:loans@tamu.edu) requesting ACH to be cancelled. Include UIN in the email.