



AUTOMATIC LOAN PAYMENT REQUEST FORM INSTRUCTIONS

The **Automatic Loan Payment Request Form** is used to start a new automated loan payment arrangement, stop an existing automated loan payment, or to change the dollar amount of an existing automated loan payment where the payment source is another financial institution.

REQUEST TYPE:

To start a new automatic loan payment

Check the **Start** box and indicate the month that the first payment is to start. (This is the month that the first loan payment will be processed. The day payments process will be determined by the payment due date occurring in the month indicated. This is the date that the withdrawal will be processed at the other financial institution).

To stop an automatic loan payment

Check the **Stop** box. (Stop requests are effective immediately, unless a payment is already in process.)

To change the amount/financial institution/account number of an existing loan payment

Check the **Change Amount/Financial Institution/Account** number box.

**Please note: Allow 10 days for completion of processing of all requests.

TRANSFER FROM:

Complete this section with the bank/account information of the source institution.

MY LOAN:

Complete this section with the account/loan information at Vantage West.

PAYMENT AMOUNT:

Indicate the payment amount by selecting one of the following:

- ◆ My Minimum Payment: By selecting this option, Vantage West will process the minimum payment due on the date selected for payment.
- ◆ Alternate Payment Amount: By selecting this option, you may request an amount greater than the minimum payment to be processed. This fixed amount will process on each due date that the automatic loan payment remains active.

MEMBER SIGNATURE:

Automatic Loan Payment requests will not be processed without a signature.

