

## Automatic Deposit or Payment Authorization

Please complete all sections. Choose 3A for loan payments or 3B for other account types.

## Section 1: Customer information

Select one: ☐ New transfer/payment☐ Change transfer/payment☐ Delete transfer/payment

First name: \_\_\_\_\_ Middle initial: \_\_\_\_\_ Last name: \_\_\_\_\_

Social Security or tax identification #: \_\_\_\_\_ Business name: \_\_\_\_\_

Phone # (home): \_\_\_\_\_ Phone # (cell): \_\_\_\_\_ Phone # (work): \_\_\_\_\_

Email: \_\_\_\_\_

## Section 2: Account to debit

Select account type: ☐ Personal☐ Business

Account #: \_\_\_\_\_

☐ Checking☐ Savings

Financial institution name: \_\_\_\_\_

Routing #: \_\_\_\_\_

## Section 3A: Park National Bank loan account to credit

Name on account: \_\_\_\_\_

Loan account #: \_\_\_\_\_

Payment start date: \_\_\_\_\_

Payment amount: \$ \_\_\_\_\_

**Important:** Automatic payments must adhere to the payment terms of your promissory note. You may choose a payment amount larger than your scheduled payment and a different draft date than the due date listed in your note. However, Park reserves the right to refuse certain dates due to billing of future payments. You must write the bank requesting a change to your payment schedule due date and give an explanation for your request (i.e. payroll date has changed). There may be a fee for processing the change. Upon receipt of your written request, the bank will begin to process your change. Only loans with Park may be credited. \*\*Subject to applicable law and in accordance with your promissory note, Park reserves, at its sole discretion, the right to allocate payments in any order, including past due amounts or fees, before any amounts are applied to unpaid principal.

## Section 3B: Other account to credit

Transfer/payment start date: \_\_\_\_\_

Transfer/payment amount: \$ \_\_\_\_\_

Select one: ☐ Weekly / Day of week (select): ☐ M ☐ T ☐ W ☐ Th ☐ Fri ☐ Bi-weekly (26 payments a year)  
☐ Semi-monthly (24 payments a year) ☐ Monthly ☐ Quarterly ☐ Annually

Account to credit *Please attach a deposit slip*

Name on account: \_\_\_\_\_

Account #: \_\_\_\_\_

☐ Checking☐ Savings

Other account #: \_\_\_\_\_ Account type: \_\_\_\_\_

Financial institution name: \_\_\_\_\_

Routing #: \_\_\_\_\_

I/We hereby authorize the debit or credit entry(s) to my/our account(s) as indicated. I/We understand that deposit or loan transaction(s) will be made on the date mutually agreed upon, and it is my/our responsibility to maintain a sufficient balance in my/our account to make the transaction(s). Loan payments may include principal and interest, escrow payments and/or insurance premiums. On variable rate loans, your rate and payment amount may change in accordance with the terms of your promissory note. Whenever these changes occur, the Automatic Transfer/Payment amount will also change to reflect the current amount due. You will receive a billing notice at least 10 days prior to a change in your payment amount. I/We understand the Automatic Transfer/Payment may be terminated if there is an insufficient balance in my/our account for two consecutive months. I/We authorize the bank to process debit and/or credit transaction to correct an error. If the due date falls on a weekend or holiday, the auto pay will be withdrawn from your account on the following business day. I/We understand that the final loan payment amount may be different than the payment I/we have authorized as it will include any late charges and fees assessed. If your account becomes delinquent Park recommends adjusting your monthly payment or making a one-time payment to cover any late fees. Final loan payments will be automatically debited on all loans, except mortgage, home equity lines of credit and commercial loans. I/We understand that this authorization will remain in full force and effect until I/we notify the bank that I/we wish to revoke this authorization. I/We understand that the bank requires at least 3 business days from the day of receiving the notice in order to cancel the authorization. There may be a fee for processing the change. Additional disclosure information is provided in our Electronic Fund Transfers Disclosure and/or Fee Schedule.

\_\_\_\_\_  
Depository account owner signature\_\_\_\_\_  
Date\_\_\_\_\_  
Preparer's signature\_\_\_\_\_  
Date