



# AUTOMATIC TRANSFER AUTHORIZATION

I hereby authorize Media City CCU (MCCCU) to establish an automatic transfer as set forth below.

**TYPE OF TRANSFER:**

**Overdraft protection:** Transfer will only occur when the “Transfer To” account has insufficient funds to pay an item and there are sufficient funds in the “Transfer From” account. A charge, as disclosed in our current Media City CCU Fee Schedule, will be assessed to the account holder as an Overdraft Transfer Fee.

**Scheduled Transfer:** Transfer will occur only according to the schedule established below

- Monthly: Day of Month: \_\_\_\_\_
- Weekly: Transfer occurs once a week – available for share-to-share transfers only.
- Bi-weekly: Transfer occurs every two weeks – available for share-to-share transfers only.
- Semi Monthly: Transfer occurs twice a month – available for share-to-share transfers only.
  - First Transfer Date: \_\_\_\_\_
  - Second Transfer Date: \_\_\_\_\_

Date Transfer to begin: \_\_\_\_\_

**ACCOUNT INFORMATION:**

**Member Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Member Number:** \_\_\_\_\_

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

**Transfer From:**

**Transfer To:**

**Amount:**

Account ID  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Account Share/Loan ID  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

I must complete a separate authorization for any direct payroll deposits or other direct deposits or for payroll deduction payments. I understand that this authorization could be terminated by MCCCU if, on the date that the transfer is to take place, there are not sufficient funds in the account I have specified as the “transfer from” account. Except for overdraft transfers, which must occur in \$50 increments, transfers will occur for partial amount if full amount is not available. Deposits made to IRA accounts will be processed as current year contributions. I understand I am responsible for ensuring IRA deposits do not exceed contribution limits established by the IRS.

Share-to-Loan Transfers only: Automatic payments will continue until the loan is paid in full. It is my responsibility to see that all payments are made according to the loan agreement.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

**Fax to: 818-238-2979**

<p><b>For CU Use Only:</b>          Transfer Record Created by: Initials: _____ MSR #: _____ Date: _____</p>
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