



# Skip a Payment Form Checklist

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Please use this authorization form each time you want to skip your next monthly payment on an eligible DCU Loan.

To speed processing of your request, please follow these steps...

1. Fill out the Skip a Payment Form completely.
2. Send your form (with \$25.00 fee if paying by check) to DCU for processing by doing either of the following:

- Stop by any DCU Branch

**OR**

- Mail your completed form to:

**Digital Federal Credit Union  
Attn: Account Services Department  
220 Donald Lynch Boulevard PO Box 9130  
Marlborough, MA 01752**

## What you can expect

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If you mail your completed form to us without faxing it first, you **MUST** allow 2 weeks for postal delivery and DCU processing.

**Form and fee must be received by DCU ten (10) business days before your loan payment is due.**

