



# Automatic Transfer Authorization Form Checklist

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Please use the Automatic Transfer Authorization Form to authorize DCU to make regular weekly, or bi-weekly transfers from your DCU Checking or Savings account to other accounts.

To speed the processing of your application, please follow these steps:

1. Fill out the Automatic Transfer Authorization Form completely and sign it. Incomplete or unsigned forms will delay processing your request.
2. Send your form to DCU for processing in one of the following three ways:
  - Fax your completed application to 866.874.7820, or
  - Bring your form to any DCU branch office, or
  - Mail your completed form to:

Digital Federal Credit Union  
Account Services Center  
220 Donald Lynch Boulevard  
PO Box 9130  
Marlborough, MA 01752-9130

## What you can expect

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If you fax your completed form to us, we'll process your request within 48 hours of receipt.

If you bring your completed form to a DCU branch, we'll process your request immediately.

If you mail your completed form to us, allow 2 weeks for postal delivery and DCU processing.



**BANKING – THE DCU WAY**

Digital Federal Credit Union • 220 Donald Lynch Blvd • Marlborough, MA 01752-9130  
508.263.6700 • 800.328.8797 • dcu.org • dcu@dcu.org

# DCU Automatic Transfer Authorization

Name \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

**Transfer FROM:**

Member # \_\_\_\_\_ Account #\* \_\_\_\_\_

**Weekly:**

Circle "Day of Week" to Transfer: M T W Th F

| Transfer TO<br>Member # | Account* |        | Current<br>Transfer | NEW<br>Transfer |
|-------------------------|----------|--------|---------------------|-----------------|
|                         | Type     | Number |                     |                 |
| #                       | S/L      | #      | \$                  | \$              |
|                         | S/L      |        |                     |                 |
|                         | S/L      |        |                     |                 |
|                         | S/L      |        |                     |                 |
|                         | S/L      |        |                     |                 |
|                         | S/L      |        |                     |                 |
|                         | S/L      |        |                     |                 |

**Biweekly:** Beginning week of \_\_\_\_/\_\_\_\_/\_\_\_\_

Circle "Day of Week" to Transfer: M T W Th F

| Transfer TO<br>Member # | Account* |        | Current<br>Transfer | NEW<br>Transfer |
|-------------------------|----------|--------|---------------------|-----------------|
|                         | Type     | Number |                     |                 |
| #                       | S/L      | #      | \$                  | \$              |
|                         | S/L      |        |                     |                 |
|                         | S/L      |        |                     |                 |
|                         | S/L      |        |                     |                 |
|                         | S/L      |        |                     |                 |
|                         | S/L      |        |                     |                 |
|                         | S/L      |        |                     |                 |

We will post all transfers as indicated above. This form replaces your prior authorization. Transfers not listed will be deleted.

This process is not dependent on Direct Deposit.

\* **Account Type** – S is for savings or checking accounts. L is for loan accounts. **Account Number** – The 1 or 2-digit number for this account. See your statement or Online Banking for these numbers.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Processed by # \_\_\_\_\_

Audited by # \_\_\_\_\_

# Automatic Transfer Authorization

**You may elect to set up and control your automatic transfers on Online Banking at [dcu.org](http://dcu.org)**

If you prefer, you may complete this authorization and DCU will automatically transfer funds for you. We recommend funding your Checking account with Direct Deposit by contacting the payer of your recurring checks. Transfers are **not dependent** on Direct Deposit and **will occur regardless of whether or not we receive your Direct Deposit.**

## Instructions:

- Transfers may be set up **from** any Checking or Savings account. However, since Federal Regulation D limits of **six electronic withdrawal transfers per month** apply to these transfers, **we recommend setting up Automatic Transfers** from your **Checking account.** **Money Market** accounts are **not** considered **Checking accounts.**
- Transfers may be set up to any Savings, Checking, or Loan (including Roth and Traditional IRA Accounts\*). Transfers are **not available** into Escrow or Certificate accounts or for Mortgage or Lease payments.
- Transfers are available: **Weekly or Biweekly**, on a **specified day of the week** (Monday through Friday), or Monthly, on a specified day of the month (1 through 31)

## If there are insufficient funds in the funding account:

- **Partial** transfers to **Savings or Checking** accounts **will not** be processed; the system will skip the transfer and attempt to transfer the next item listed.
- **Loan payment** transfers will transfer **all available funds** and make a **partial payment.**

## Agreement

- By signing this form, you authorize DCU to make the automatic transfers in the order that you have listed them and at the frequency that you specified.
- Automatic Transfers will be made on schedule, as long as there are sufficient funds in the source account.
- This authorization will remain in effect **until revoked by you in writing**, with the exception of loan payments, which will automatically stop upon payoff of the loan. Revocation will not affect prior transactions.

\* Automatic Transfers to a Roth or Traditional IRA are reported as CURRENT YEAR CONTRIBUTIONS for the year in which the transfer was made. You cannot make a Prior Year Contribution via Automatic Transfer.