



Skip a Payment Form Checklist

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
 - Fax your completed form to 866.874.7820

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

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.

DCU Skip-A-Payment Request Form

Use this authorization form each time you want to skip your next monthly payment on an eligible DCU Loan. You must complete one Skip-A-Payment Request Form per eligible loan.*

Return completed form (with \$25.00 fee if paying by check) in person at any DCU Branch or by mail to Digital Federal Credit Union, Account Services Department, 220 Donald Lynch Blvd, PO Box 9130, Marlborough, MA 01752-9130.

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

Legal Name _____ Member # _____ SSN _____

Email Address _____ Daytime Phone # _____ Evening Phone # _____

Payment You Wish To Skip

Skip my next monthly payment **on the following loan:**

Check only one: Access New/Used Auto Stock Loan Mobility Vehicle
 New/Used Motorcycle Personal Recreational Vehicle

Loan #: _____ (Three digits found on your account statement)

This request must be received no less than 10 business days prior to the payment you want to skip.

Processing Fee Options

I would like to pay the \$25 Processing Fee:

With my enclosed check for \$25 From my DCU Checking Account, Share # _____

By adding it to the Loan being skipped From my DCU Savings Account, Share # _____

From my DCU Line of Credit, Loan # _____

Signature

ALL PARTIES TO THE ORIGINAL LOAN AGREEMENT, INCLUDING CO-BORROWERS, MUST SIGN BELOW:

NOTE: If you have set up scheduled or automatic recurring payments on Online Banking or Bill Payer, subject to DCU's prior approval of your eligibility to skip your next monthly payment, you must personally stop the payment for the month selected and reinstate it once the payment has been skipped. Additional missed payments that result from your having failed to reinstate any automatic payments will be viewed as late.

Borrower's Signature Date Co-Borrower's Signature Date

I must be a member in good standing with all of my loans current (less than 15 days past due in the past 12 months) to participate in DCU's Skip-A-Payment Program. **This Program is not available during the first six months of the loan term.** Loans are limited to one (1) Skip-A-Payment per calendar year up to a maximum of three (3) per loan term. There is a \$25 service fee per payment skipped. The following loan types are eligible for this Program: New and Used Auto, New and Used Motorcycle, Recreational Vehicle - fixed only, Access, Mobility Vehicle, Indirect Loans, Sold Vehicle, Personal, Consolidation, and Stock Loans. The following loan types are not eligible for this Program: Visa, Advantage Credit Line, Home Equity, or Mortgage. Finance charges will continue to accrue on a daily basis at the Annual Percentage Rate set forth in my loan agreement, both during and after the deferral period. This means that this deferral of scheduled payments, and/or the application of resulting fee directly to the outstanding loan balance if that is the method I have chosen, will result in my having to pay higher total Finance Charges and possibly a greater total number of payments, than if I made my payments as originally scheduled. This means I may have an additional payment(s) due after my loan would have originally been paid off. In all other respects, the provisions of my original agreement remain in full force and effect. I may contact the Credit Union for exact payoff information. I agree that I will resume making scheduled payments beginning with the payment due during the month following the deferral and will make all other scheduled payments when due thereafter. I understand that each payment is applied first to finance charges and late charges, if any, and then to principal. **My next monthly payment will include the finance charges accrued from the skipped month.** Monthly premium for GAP coverage and Payment Protection will still be added to the loan on the skipped month.

INTERNAL USE ONLY

Member # _____ Loan # _____ Fee _____
Rec'd _____ / _____ / _____ Proc By # _____ Teller # _____
Add'l Doc _____



BANKING – THE DCU WAY

DIGITAL FEDERAL CREDIT UNION
220 Donald Lynch Blvd • PO Box 9130
Marlborough, MA 01752-9130
508.263.6700 • 800.328.8797
dcu.org • dcu@dcu.org
TTY 800.395.5146 (For Hearing Impaired Only)



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