



# NORTH SHORE BANK

## New Automatic Transfer

Name (Print) \_\_\_\_\_ Name (Print) \_\_\_\_\_  
 Social Security Number \_\_\_\_\_ Social Security Number \_\_\_\_\_  
 Day Time Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

I hereby authorize North Shore Bank, and its successors, assigns, authorized agents, or any entity servicing my account to initiate payment to my loan.

Please initiate my payment beginning on \_\_\_\_\_ and continuing \_\_\_\_\_.  
Month/Day/Year weekly/biweekly/monthly/specific dates

**I have allowed 10 business days for the set-up of my automatic transfer.**

### TRANSFER FROM:

Bank/Credit Union Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Checking Account Number: \_\_\_\_\_ (Please provide check copy if available)

Savings Account Number: \_\_\_\_\_

### TRANSFER TO MY:

Loan # \_\_\_\_\_ \$ \_\_\_\_\_ (Regular monthly payment, or set dollar amount, any additional will be applied to loan principal)

This authorization is to remain in full force and effect until North Shore Bank has received written notification from the customer of its termination. North Shore Bank requires 10 business days for any changes or termination requests. North Shore Bank may terminate this agreement at any time. I have received a copy of this form and have read the rules and regulations below.

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

### RULES AND REGULATIONS FOR YOUR AUTOMATIC TRANSFER

- 1) If mailing this form, please mail to:  
North Shore Bank, ATTN: ACH Department, 15700 W. Bluemound Road, Brookfield, WI 53005
- 2) If faxing this form, please fax to: 262-797-3356 ATTN: ACH Department
- 3) Your automatic transfer will attempt to post anytime after midnight the morning of the scheduled payment date.
- 4) If the day/date of your payment is a legal holiday or a Sunday, the transfer will attempt to post the business day prior to the scheduled payment date. Transfers will post on Saturdays. Please have funds available by the end of the day prior to the transfer attempt.
- 5) If your payment is returned for any reason, your account may be charged a return item fee. North Shore Bank will not re-attempt to make the transfer until the following month's regular set date. If the attempted loan payment does not process, it is your responsibility to bring the loan current, including any late charges.
- 6) In the event of a pay-off or refinance, you will be responsible for canceling the current automatic transfer payment. Contact Customer Assistance at (877) 672-2265 for assistance in the cancellation of the automatic payment.
- 7) When choosing your date for auto pay, be aware of your due dates. The responsibility for payment is with you, the customer.

TMS Number _____	For Internal Use Only Date TMS was set up _____
<input type="checkbox"/> File Maintenance Done	Insurance: Yes ___ No ___
<input type="checkbox"/> Source Added	Initials _____