



## ACH TRANSFER (RECURRING) INSTRUCTIONS

Use this form to request recurring fund transfers between one of your Gerber Federal Credit Union (Gerber FCU) accounts and your account at another financial institution in the United States. All funds will be sent in U.S. Dollars.

To ensure timely processing of your application, please follow these steps:

1. Complete the ACH Origination Agreement in its entirety and sign it. An incomplete or unsigned application will delay processing of your request. The completed agreement and supporting information must be received a minimum of six business days\* prior to the transfer start date.
2. Fax, mail, scan and upload, or bring this form to Gerber FCU. Please provide a copy of your current, government issued ID.
3. If the form is not completed in person, a Gerber FCU Representative must contact you to verify the request. If we are unable to reach you, processing your request will be delayed.

### Completing the Form

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#### **Section 1 - Gerber FCU Information**

- Complete this section including your name, account number, share ID (i.e. 01, 05, etc...). Select the appropriate options for how the transaction will impact your Gerber FCU account and how often the transaction should occur.
- Withdrawals from Gerber FCU have a maximum limit of \$10,000. Withdrawals from another financial institution have a maximum limit of \$3,000.

#### **Section 2 - Other Institution**

- Routing & Transit (ABA #): ABA/Routing numbers are only for use in domestic transactions within the United States. The receiving institution must have an ABA # and be U.S. based.
- Account #: Please enter the account number exactly as it must be formatted for ACH transactions. Gerber FCU is not liable for incorrect account information. Please contact other financial institution for proper format.
- Select the type of account (Checking, savings, or loan) at the other institution and how the transaction will impact this account.
- If the transaction exceeds \$750, please include proof of account ownership. The proof of ownership must show the account holder's name, the full account number and the Financial Institutions name. Examples include a deposit slip, voided check, letter from the Financial Institution or an account statement. Examples of unacceptable proof: ATM Cards, Debit Cards, Receipts with a truncated account number, account statement with a truncated account number and a handwritten account number unless on an official Financial Institution document.

#### **Section 3 - Review and Signature**

- Please review the form prior to signing to ensure that all information is included and accurate.
- The individual signing the form must be an owner (primary or joint) of the account listed in Section 1. They must also be an owner or authorized signer on the account of the other financial institution and listed on the proof of ownership.



**GERBER FEDERAL  
CREDIT UNION**

## **ACH TRANSFER REQUEST AGREEMENT**

### **AUTHORIZATION TO SEND ACH TRANSFER AND DEBIT/CREDIT ACCOUNT**

The Originator ("You") of an ACH transfer authorizes Gerber Federal Credit Union (Gerber FCU) ("Us" or "We") to process the ACH transfer request described on the ACH Origination Agreement form, to transfer funds as indicated and to debit or credit your account for the amount of the transfer and any applicable transfer fees. (For current fee information, please refer to the Gerber FCU Fee Schedule.)

### **HOLD HARMLESS**

You agree to indemnify and hold Gerber FCU harmless from any loss or damage that occurs if your instructions are incomplete, unclear or incorrect.

Gerber FCU is not required to seek clarification from anyone regarding ambiguous instructions.

In no event shall Gerber FCU be liable to the Originator for any incidental, consequential, special, punitive, exemplary or any other similar type of loss or damage. Gerber FCU will not be liable for any error, failure to act or delay due to: a lack of sufficient available funds in your account; Originator's negligence; emergency conditions such as fire, flood, or natural disasters; communication or equipment failures; labor disputes; any inaccuracy or omissions in your instructions; the action or inaction of others; any applicable government or funds-transfer system rule, policy or regulation; or other circumstances beyond our control.

Gerber FCU makes no warranties; express or implied with respect to any matter covered under this Agreement.

### **REJECTION OF ACH TRANSFER**

Gerber FCU reserves the right to reject your ACH transfer request. We may reject your request if you have insufficient funds in your account, if your request is incomplete or unclear, or if we are unable to fulfill your request for any other reason.

### **CUT OFF TIMES / EXECUTION BY CREDIT UNION / DELAYS**

The Credit Union may establish or modify times for the receipt and processing of ACH origination requests, amendments or cancellations. ACH Origination Agreement must be received a minimum of six business days\* prior to the date of the transfer. Transfer dates must be the 1st through the 28th. Transfers are not available for the dates of the 29<sup>th</sup> through the 31<sup>st</sup>. Your transfer may be delayed or rejected until your identity is cleared with The Office of Foreign Assets Control (OFAC) of the U.S. Department of the Treasury. Gerber FCU reserves the right to delay transmittal of your ACH transfer if we have reasonable doubt that the source of the funding may not be settled.

### **CANCELLATION REQUESTS**

I agree to provide written notice of any termination of pre-authorized payment at least six business days\* before the next scheduled date of transfer. Efforts to act on requests for cancellations will be made, but Gerber FCU is not liable for any claims or damages if, for any reason, the ACH transfer is not amended or cancelled.

I agree to reimburse Gerber FCU for any costs, losses or damages that are incurred in connection with requests to amend or cancel ACH transfers.

### **SECURITY METHODS**

For security purposes, when an ACH transfer request is made, certain security procedures may be systematically or randomly invoked and may involve use of identification methods that include data/password identification, photo identification, signature verification, personal information and/or call back procedure by Gerber FCU. Gerber FCU reserves the right to reject the ACH transfer request if successful verification is not obtained.

### **CHOICE OF LAW/VENUE**

This agreement shall be subject to the laws of the state of Michigan. Originator irrevocably submits to the jurisdiction of any state or federal court sitting in Newaygo County, Michigan and agrees that in any action brought hereunder, venue shall be placed in such county and you will not claim that such forum is inconvenient.

\*Business Day Definition: Any day other than a Saturday, Sunday or a legal holiday.



# GERBER FEDERAL CREDIT UNION

## ACH (RECURRING) ORIGINATION AGREEMENT

Authorizing Gerber FCU to originate a pre-authorized payment per the instructions outlined in this agreement. For U.S. financial institutions only.

Amount to Transfer: \$ \_\_\_\_\_ Transfer Start Date: \_\_\_\_\_

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| Section 1<br>Gerber FCU Information  | Member Name: _____ Member #: _____   |
|  | Home Phone #: _____ Mobile: _____ Work: _____  |
|  | Transaction Type: <input type="checkbox"/> Withdrawal <input type="checkbox"/> Deposit <input type="checkbox"/> Loan Payment   |
|  | Frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly   |
|  | Account Type: <input type="checkbox"/> Share ID: _____ <input type="checkbox"/> Loan ID: _____   |
| Section 2<br>Other Institution   | Name of Financial Institution: _____   |
|  | Routing (ABA #): _____ Account #: _____  |
|  | Transaction Type: <input type="checkbox"/> Withdrawal <input type="checkbox"/> Deposit/Loan Payment Type of Accounts: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Loan   |
|  | Name on Account at Above Institution: _____  |
| <input type="checkbox"/> Proof of Account Ownership Required per ACH Transfer Instructions |  |
| Section 3<br>Approval & Signature  | <b>PLEASE READ THE ACCOMPANYING ACH TRANSFER REQUEST AGREEMENT BEFORE SIGNING</b><br>Funds must be available two (2) business days* prior to the transfer date. Deposits may be subject to a two (2) business day* hold. ACH Origination Agreement must be received a minimum of six (6) business days* prior to the transfer start date. I authorize Gerber FCU to originate a pre-authorized payment per the instructions outlined in this agreement. I am aware, as the "Originator" on this agreement, that I must notify the "Originating Depository Financial Institution" (Gerber FCU) of any changes or any termination of pre-authorized payment in writing. I agree to provide written notice of any termination of pre-authorized payment at least six (6) business days* before the next scheduled date of transfer. This notice can be sent to the address listed at the bottom of this form. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law and that Gerber FCU has the right to terminate this agreement if deemed necessary. I understand that my account will be debited for any applicable fees. I agree to hold Gerber Federal Credit Union harmless if the funds are not received and credited due to incorrect or incomplete instructions or information. |
|  | Signature: _____ Date: _____   |

\*Business Day Definition: Any day other than a Saturday, Sunday or a legal holiday.

**PLEASE DO NOT RETURN THIS FORM BY EMAIL, IT IS NOT SECURE.** Use one of the following methods to send the completed form, proof of ownership (if needed) & a copy of your driver's license to Gerber FCU: 1) Secure message in online banking 2) Secure online form at [www.gerberfcu.com/contactus](http://www.gerberfcu.com/contactus) 3) Fax to Member Service at (231) 924-6686 or 4) Mail to Gerber FCU, Member Service, PO Box 116, Fremont, MI 49412.

### TO BE COMPLETED BY GERBER FCU

Form Origination: ☐ Mail ☐ Fax ☐ Email ☐ In Person

Verification: ☐ Proof of Ownership ☐ Photo ID ☐ Sig Card  
(Of account at other Financial Institution)

Callback Verification:

User ID/Initials \_\_\_\_\_ Phone # Called \_\_\_\_\_ Date/Time \_\_\_\_\_

Notes:

Form Received By:

Name \_\_\_\_\_ User ID \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

EFT Record:

Created By Name \_\_\_\_\_ Verified By Name \_\_\_\_\_

Reports Verified By: \_\_\_\_\_  
Name