

Automatic Bill Pay

Automatic Bill Pay (ABP) is designed to help make paying your bill more convenient and efficient. With ABP, you won't have to worry about late payments due to your busy schedule or while you're away from home.

Your bill will be paid automatically by a direct debit (charge) to your bank account.

Signup is Free and Easy

1. Please complete all portions of the authorization form on page 3.
2. Enter your bank account number. Call your bank to confirm the bank number used for electronic transactions. It is usually the first nine numbers on the bottom left corner of the check. Enter this number next to the "Bank Transit/Routing Number" on the application.
3. Fill in and SIGN THE AUTHORIZATION form.
4. Return the authorization form to BSU with a voided check. Use a CHECK WITHDRAWAL SLIP FROM THE ACCOUNT YOU WISH TO USE FOR ABP. Please write "VOID" in the space for your signature.

IMPORTANT! DO NOT send deposit slips.

Questions Commonly Asked About Bill Pay

Q. How soon does my participation begin?

A. Confirmation usually takes only one billing cycle (approx. 4 weeks), so continue to pay your bill as you normally would until you see your next bill confirming your participation. Please note on your next bill: '**AFT – DO NOT PAY**'.

Q. When does the money have to be in my bank account?

A. Approximately 10 days after the billing date. The amount your bank account will be charged is stated on each monthly bill. Your monthly bank statement will show the amount charged, the date of the transaction and the transaction amount. If there are insufficient funds in your bank account on the payment date, your bank will return the automatic payment. Just as if you had a check returned for insufficient funds, you may be penalized by both your bank and BSU.

Q. When do I deduct the billing amount from my checkbook?

A. To maximize efficiency, we recommend deducting the amount due immediately upon receiving your bill.

Q. What if I have questions about my bill amount?

A. Just call the number shown on your BSU bill and we'll review the bill with you.

Q. What if I decide to cancel Automatic Bill Pay?

A. You may cancel your participation in this program at any time by notifying BSU in writing.

Q. What do I do if I change banks?

A. Simply send BSU a VOIDED check from your new bank.

Q. Is there a charge for Automatic Bill Pay?

A. There is no BSU charge; however, check with your bank for any charge related to electronic transfers.

Authorization Form on page 3

AUTOMATIC BILL PAY AUTHORIZATION

Print and complete this form, then **return with your voided check**. Print a second copy for your records.

I (We) hereby authorize BSU to automatically initiate debit entries (charges) to my bank account (and for my bank to accept and post such debit entries) indicated below for the payment of all bills rendered to me by BSU.

I (We) understand that BSU will continue to send a bill each month at least 10 days before my bank account is to be charged and that BSU may impose a fee in the event a debit entry is not paid by my bank.

IMPORTANT: You must include a voided check or withdrawal slip from the bank account designated.

BANK NAME _____

TYPE OF ACCOUNT:
_____ **SAVINGS** _____ **CHECKING** _____ **OTHER**

BANK ACCOUNT NUMBER _____

BANK TRANSIT/ROUTING NUMBER _____

BANK ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

BANK PHONE NUMBER _____

SIGNATURE _____

NAME _____

(Please print as it appears on your BSU bill)

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

BSU CUSTOMER NUMBER _____

DATE _____

This authority is to remain in effect until BSU has received notification from me of its termination in such a manner as to afford BSU and Bank a reasonable opportunity to act on it. I (We) have the right to stop payment of charge entries by notifying BSU prior to the time the account has been charged.

Any erroneous or incorrect charges will be corrected upon notification to BSU. If corrections in the debit account are necessary, it may involve a credit or debit to my account.

Please allow 4 weeks for your application to be processed. BSU will notify you of approval or other action by letter.