

# Authorization to debit account for payment (“Authorization”)

Borrower		Address	
Account from which funds should be withdrawn (“Account”)		Account Holder Name	
Type of Account:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Account No.	Routing No.
Loan or Line of Credit to which funds shall be applied (“Loan or LOC”)		Loan or LOC #	
First/Next Transfer Date (“Transfer Date”) _____ Important Note: For mortgages, the Transfer Date must be a date between (or including) the payment due date, as delineated on your periodic statement, or the last day payment can be made without incurring a late charge (the “Grace Period”), if applicable. For all other Account types, the Transfer Date must be the current Due Date. When the Transfer Date falls on a weekend or holiday, the transfer may occur on the next business day following the weekend or holiday. Choosing a Transfer Date after the payment due date, or during the Grace Period, may incur additional fees and late charges, and may result in receipt of late notices/reminders. By signing this Authorization, Customer hereby acknowledges that the Transfer Date is recommended to be the payment due date. See number 3 below for more information.			
Frequency (check one):	<input type="checkbox"/> Bi-weekly <sup>1</sup> <input type="checkbox"/> Monthly	Select one:	<input type="checkbox"/> Set up transfer <input type="checkbox"/> Change transfer <input type="checkbox"/> Delete transfer
<small>*Only available if your Loan or LOC currently has a bi-weekly payment schedule</small>			
Initial payment/transfer amount: _____ <b>Payment Schedule:</b> <ul style="list-style-type: none"> <li>• For loan accounts secured by real estate, if the final payment is less than the Transfer Amount, it will NOT be remitted automatically under the terms of this Authorization. You are responsible for making the final payment via check, phone payment, wire or at your local KeyBank branch.</li> <li>• For loan accounts not secured by real estate, the final payment will be for the total outstanding balance due at that time and therefore may be more than the Transfer Amount. A notice will be provided with the total amount due prior to the final payment date.</li> </ul> If this is a Line of Credit, the periodic payment amount will vary depending on the amount owed. In lieu of providing a payment range, a periodic statement will be provided at least ten days prior to the payment due date and will serve as written notice of the varying payment amounts.			
Additional principal: _____		Total “Transfer Amount” <sup>2</sup> _____	

<sup>1</sup> Only available if your Loan or LOC currently has a bi-weekly payment schedule.

<sup>2</sup> The Transfer Amount may vary depending upon the terms of the Loan or LOC. See number 2 below for more information.

## Authorization

**1.** The undersigned (“Customer”) authorizes KeyBank National Association (“KeyBank”) to automatically withdraw and transfer funds electronically from the Account (listed above) to credit the Loan or LOC (listed above) in the Transfer Amount at the time and frequency as indicated above (hereinafter “Transfer”) and to charge the Account for the Transfer Amount. Customer understands that the Transfer and the Account will be subject to any applicable laws, rules, and regulations, including, but not limited to, any applicable operating rules of the National Automated Clearing House Association. Except as required by applicable law, Customer understands that KeyBank will not provide prior notice of the Transfer. KeyBank will accept a facsimile of this Authorization. Customer understands that this Authorization does not change the terms of the Loan or LOC.

**Customer has checked the Account number, bank routing number and other information on this Authorization with extraordinary care and certifies that the information provided is true and accurate and that no other party needs to authorize the Transfer.**

**2. Transfer Amount:** Customer understands and agrees that each transfer of funds will be for one periodic payment, including any Additional Principal provided above (the “Transfer Amount”) until this Authorization is cancelled, changed, or the Loan or LOC obligation is paid in full (except with regard to the final payment as described above and in your Payment Schedule). Customer understands that the periodic payment, and thereby the Transfer Amount, may differ from any of the previous Transfers due to late charges, insufficient funds fees, unpaid fees, escrow changes, interest rate changes for variable rate loans or lines of credit, and any other amount required under the terms of the Loan or LOC. The Transfer Amount will not include any past due payments which remain outstanding at the time the Authorization becomes effective. Customer understands and agrees they are responsible for any payments which remain due and owing prior to this Authorization becoming effective.

- 3. Transfer Date:** Customer understands and agrees that KeyBank will initiate the transfer of funds on the date provided above (the "Transfer Date"). If the Transfer Date falls on a weekend or holiday, Customer authorizes KeyBank to choose to initiate the transfer of funds on the next business day following the weekend or holiday. Customer acknowledges that choosing a Transfer Date after the payment due date, or during the Grace Period, may incur additional fees and late charges, as described in the terms of the Loan or LOC, and may trigger late notices. Customer understands and agrees that KeyBank may not consider a regular payment to be paid until funds have actually been received by KeyBank. Customer acknowledges that Key Bank will not initiate the transfer of funds if the loan is 30 days or more delinquent.
- 4. Overdrafts:** Customer will ensure that the Account or any ancillary products or services have adequate funds to cover the Transfer. Customer understands that there are circumstances in which Customer's Account declines a Transfer request by KeyBank, for example if there are not adequate funds in the Account or any ancillary products or services associated with the Account to cover the Transfer and KeyBank may charge Customer any applicable insufficient funds fees. If the Transfer is declined by Customer's Account, KeyBank may, but is under no obligation to, continue to attempt to make the Transfer until successful. Customer understands that KeyBank may unilaterally and with no prior notice, cancel this Authorization if Customer fails to maintain adequate funds in the Account to cover the Transfer. Customer understands and acknowledges responsibility to pay any associated overdraft fees and costs relating to the Transfer.
- 5. Liabilities and Expenses:** Except to the extent prohibited by applicable law, Customer must pay any liabilities, fees, costs or expenses KeyBank or Customer's Account incurs in connection with the Transfer.
- 6. Cancellation of Automatic Transfers:**
  - (1) Customer may request cancellation of automatic transfers as follows:  
Call KeyBank at 1-800-422-2442, visit your local branch, or send the request in writing to:  
**KeyBank Specialized Mortgage Servicing, 4910 Tiedeman Road, Brooklyn, OH 44144, OH-01-MS-SER1**  
The cancellation request must be received by KeyBank at least three (3) business days before the Transfer is scheduled.
  - (2) If Customer requests KeyBank to cancel a scheduled Transfer three (3) business days before the Transfer is scheduled, and KeyBank fails to cancel the Transfer, KeyBank will be liable for Customer's losses or damages.
- 7. Notice of Varying Amounts:** If any periodic payment's transfer amount differs from the Total Transfer Amount listed above, KeyBank will notify the Customer on the Customer's periodic statement, if required by applicable law, ten (10) calendar days before the payment differing from the Total Transfer Amount is to be deducted.
- 8. Cancellation/Change:** This Authorization will remain in full force and effect until it is cancelled or changed by KeyBank or Customer.  
If a cancellation or change is requested by the Customer, such request will be processed by KeyBank and become effective within a reasonable period of time (not to exceed seven (7) business days from receipt of the request). Any changes by Customer to this Authorization must be made by submitting a new authorization form.  
KeyBank may cancel or change this Authorization, except for the Transfer Amount, for any reason, and at any time. If KeyBank cancels this Authorization, such cancellation may take effect immediately. If KeyBank changes this Authorization, KeyBank will provide reasonable notice to the Customer of said change and opportunity to opt-out. Cancellation or change by either party will not affect Customer's obligations under the Loan or LOC. Customer understands and agrees they must continue to make payments on the Loan or LOC by other means until the debt has been repaid in full.
- 9. Agreement and Acknowledgement:** By signing below, Customer (a) agrees to the terms of this Authorization, (b) is authorizing KeyBank to make the Transfer Amount at the time and frequency as indicated above and to charge the Account for the Transfer Amount and all applicable Transfer and Account fees, including, but not limited to, late charges, insufficient funds fees, unpaid fees and any other amounts required under the terms of the Loan or LOC, and (c) agrees that the Transfer will be governed by applicable deposit account rules, fee schedules, and any other applicable agreement and disclosures for the Account.  
If the Account is a business account, the undersigned Authorized Signer on behalf of the business also represents and warrants that (a) all the necessary organizational action has been taken to provide the undersigned the authority to: (i) serve as the Authorized Signer, (ii) execute and deliver this Authorization, (iii) accept the terms and conditions of this Authorization and other related documents, and (iv) request and/or contract for the services selected in this Authorization, and (b) such Authorization and acceptance is not prohibited by its organizational documents or otherwise.

## Acknowledgement

I hereby acknowledge that I have read and received a copy to retain for my records of the terms and conditions contained herein and I acknowledge, accept, and agree to said terms and conditions.

\_\_\_\_\_  
Customer/Authorized Signer (Only one signature required for joint accounts)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Account Holder Name(s):

Please complete this form in its entirety, retain a copy for your records and return the original with a voided check to:

**Mail:** KeyBank Specialized Mortgage Servicing, 4910 Tiedeman Road, Brooklyn, OH 44144, OH-01-MS-SER1

**Fax:** 216-370-9463

