

# DIRECT DEBIT FORM INSTRUCTIONS

## SECTION A: Request Type

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Please place a check next to the type of direct debit request that you are submitting:

- New Authorization = You are initiating/starting a new direct debit transaction with Chartway.
- Revocation = You are ending/stopping an existing direct debit transaction that you have with Chartway.
- Change = You are making a change to an existing direct debit transaction that you have with Chartway.

## SECTION B: Account Information

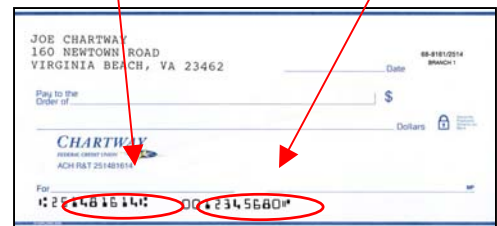
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Financial Institution Name: Please print the name of the financial institution from which the deduction should be taken. This information can usually be found either just below the written amount line on a check or on your account card from that institution.

Routing & Transit (ABA Number): This nine-digit number can be found at the bottom left hand corner of a check from that institution. The first nine numbers will be your Routing & Transit (ABA Number). See illustration for details.

Type of Account: Please place a check next to the type of account from which you are requesting the deduction be taken (checking or savings). If you choose checking, a voided check **MUST** be attached to the direct debit form for the request to be processed.

**ROUTING & TRANSIT  
(ABA NUMBER)**      **ACCOUNT #**



Account #: Please write the account number (including the suffix, if applicable) of the account from which you are requesting the deduction to be taken. The second set of numbers that can be found at the bottom left hand corner of your check from that institution is the account number. See illustration for details.

## SECTION C: Request Information Details

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Debit Amount: Please indicate the amount to be deducted from the account identified in Section B.

Debit Frequency (Monthly, Bi-weekly or Weekly): Please place a check next to how often you would like the direct debit to occur. **Please note that deductions can only be done monthly, bi-weekly or weekly.**

Start Date: Please indicate the date that you would like the direct debit request to begin. This date **MUST** be at least five (5) business days after your request is received by Chartway.

Credit funds to my Chartway Loan Account # or Share Account #: Please write the Chartway account number, including the suffix, that should be credited with the funds that are to be debited from the account indicated in Sections B and C.

**Please print and sign your name on the form, as well as provide your Chartway Account # and the date of your request (the date that you are completing and sending the form). We also ask that you provide a phone number should we need to contact you concerning your direct debit request. Simply drop off the completed form at any convenient branch location or fax to (757) 671-8705 ATTN: ACH Department.**

**Should you have any additional questions, visit us or call toll-free at (800) 678-8765. Thank you for choosing Chartway.**

