



AUTHORIZATION AND INSTRUCTIONS FOR AUTOMATIC PAYMENTS

Student Loans & Receivables

For your convenience, we are offering automatic payments on your account. If interested, please follow these instructions:

- Complete the form below. Your name must be on the bank account that will be debited. If it is a joint account, BOTH account holders must sign this form.
- Send the form AND a voided blank check from your checking account OR a blank deposit slip from your savings account to:

Salt Lake Community College Student Loans & Receivables
Attn: Lynda
PO Box 30808
Salt Lake City, UT 84130

Your account will be debited between the 15th and 20th of each month. Once this office has received your request, it may take 1 to 2 months before the automatic payments begin.

You will be charged \$20 per returned item. Two returned items will terminate your automatic payments. If you have any questions, call (801) 957-4633.

Authorization for Automatic Payments

I (We) authorize Salt Lake Community College and the bank named below to initiate variable entries to my checking/savings account. I (We) agree that the amount being debited will be the monthly installment amount on my loans plus any past due amount. I agree to notify the Student Loans & Receivables in writing at least 30 days in advance of any changes to my bank account or to cancel this authorization. This authority may remain in effect until my student loan &/or receivable account is paid in full. I understand I will be assessed a \$20 service charge per returned item.

Borrower's Name (PRINT) _____ Social Security Number _____

Bank Name _____ Bank Routing # and Account # _____ Checking / Savings _____
(circle one)

Bank Address _____ Bank Phone # _____

Signature _____ Date _____

IF APPLICABLE – Joint Account Holder's Name (Print) _____ Social Security Number _____

Signature _____ Date _____