

LOAN GENERAL MAINTENANCE FORM  
**INDEPENDENT BANK CORPORATION**  
**AUTOMATIC TRANSFER REQUEST FOR LOANS**

	Loan Operations	
BRANCH NAME	EMPLOYEE SENDING	Input
TODAYS DATE		Edit

ACH – Automated Clearing House

ABA Number: \_\_\_\_\_ Institution's Name: \_\_\_\_\_

Deposit Account Number: \_\_\_\_\_

Type of Account:  Savings or  Checking  
 Personal Account or  Business Account

Scheduled Payment Amount \$ \_\_\_\_\_ Additional Principal Amount \$ \_\_\_\_\_ Total Amount \$ \_\_\_\_\_

Loan Number: \_\_\_\_\_ Note Number: \_\_\_\_\_

Type of Loan:  Mortgage  HELOC/PLC  Installment  Commercial

Transfer to be made monthly beginning on: \_\_\_\_\_

*\*Requests for ACH must be received by the appropriate Loan Servicing Department 15 Business days prior to next payment due date. Must include copy of voided check or deposit slip. (Cannot be setup to pay any past due bills)*

AUTOPAY (Internal bank only)

Account Number: \_\_\_\_\_

Type of Account:  Savings or  Checking

Scheduled Payment Amount: \$ \_\_\_\_\_

Additional Principal Amount: \$ \_\_\_\_\_ Total Amount: \$ \_\_\_\_\_

Loan Number: \_\_\_\_\_ Note Number: \_\_\_\_\_

Type of Loan:  Mortgage  HELOC/PLC  Installment  Commercial

Transfer to be made monthly beginning on: \_\_\_\_\_

*\*Requests for AUTOPAY must be received by the appropriate Loan Servicing Department 5 Business days prior to next payment due date. (Cannot be setup to pay any past due bills)*

Independent Bank requires two weeks advance written notice prior to the next payment date to terminate any transfer.

I have read and understand the terms of the above agreement and agree to the listed terms. I also certify the account information provided is accurate. If an automatic transfer is returned to us 2 or more times for insufficient funds, the transfer will be cancelled immediately. This authority is to remain in full force until Independent Bank has received written notification from me of its termination in such a timely manner as to afford a reasonable opportunity to act upon it.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_