

Automatic Payments?

There are a couple of different types of automatic payments that we see. Use this sheet as a tool to help you decipher whether an account has automatic payments or if they are done manually. Please keep in mind that if you see a payment made on the same date every month it is most likely automatic, **but** this is not always 100% true.

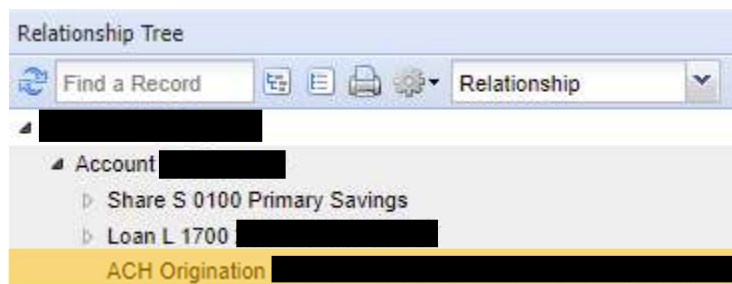
ACH Originations/Transfer Authorization

These types of automatic payments are done on our end. The member is required to sign a form via DocuSign. This form can be found on Keystone and is called “Transfer Authorization Loan”.

Posting Date	Effective Date	Category	Source	Tran/Adj	Description	Gross Amount	New Balance
08/09/2021	08/10/2021	Payment	ACH		UNION/LOAN PAYME/081021/PPD	-350.00	2.92
Principal:	-349.12	Interest:	0.88	Escrow:	0.00	Late Fee: 0.00	
07/09/2021	07/12/2021	Payment	ACH		UNION/LOAN PAYME/071221/PPD	-350.00	352.04
Principal:	-348.07	Interest:	1.93	Escrow:	0.00	Late Fee: 0.00	
06/09/2021	06/10/2021	Payment	ACH		UNION/LOAN PAYME/061021/PPD	-350.00	700.11
Principal:	-347.21	Interest:	2.79	Escrow:	0.00	Late Fee: 0.00	

Notice: The description shows up as the name of the financial institution followed by /LOANPAYMENT/DATE/PPD.

You can also see these automatic payments in the relationship tree without even entering the loan’s history. If you are still in doubt, check OnBase: it will have a copy of the signed ACH Origination /Transfer Authorization form.



Home Banking Automatic Payments

These are **NOT** set up by us. These are set up from the member on Home Banking. They are internal, meaning they come from a Cyprus account, but they are not something we can delete. Let the member know that they are responsible for skipping/stopping them.

Posting Date	Effective Date	Category	Source	Tran/Adj	Description	Gross Amount	New Balance
08/26/2020	08/26/2020	Payment	Journal voucher	Transfer	Funds Transfer via Online T'FER FROM [REDACTED]	-325.00	11,697.23
Principal:	-194.06	Interest:	105.94	Escrow:	0.00 Late Fee: 25.00		
07/26/2020	07/26/2020	Payment	Journal voucher	Transfer	Funds Transfer via Online T'FER FROM [REDACTED]	-325.00	11,891.29
Principal:	-195.79	Interest:	104.21	Escrow:	0.00 Late Fee: 25.00		
06/26/2020	06/26/2020	Payment	Journal voucher	Transfer	Funds Transfer via Online T'FER FROM [REDACTED]	-325.00	12,087.08
Principal:	-177.04	Interest:	122.96	Escrow:	0.00 Late Fee: 25.00		

Notice: The description says FUNDS TRANSFER VIA ONLINE. The posting date also takes place on relatively the same day each month (please be aware the member may just be good at paying on the same day each month; to double check, you can pull up Q2 and shadow the member's account).

Home Banking External Account Transfers

These are **NOT** set up by us. These are set up by the member on Home Banking, but it is transferred from an External Account. This means that the member had to add and verify an account to Home Banking and set it up as a recurring transfer. We are not able to delete these, let the member know they are responsible for skipping or stopping them.

Posting Date	Effective Date	Category	Source	Tran/Adj	Description	Gross Amount	New Balance
08/04/2021	08/05/2021	Payment	ACH		[REDACTED] Funds Tran/080521/PP D	-128.00	5,844.92
Principal:	-104.41	Interest:	23.59	Escrow:	0.00 Late Fee: 0.00		
07/06/2021	07/07/2021	Payment	ACH		[REDACTED] Funds Tran/070721/PP D	-128.00	5,949.33
Principal:	-103.18	Interest:	24.82	Escrow:	0.00 Late Fee: 0.00		
06/04/2021	06/07/2021	Payment	ACH		[REDACTED] Funds Tran/060721/PP D	-128.00	6,052.51
Principal:	-100.24	Interest:	27.76	Escrow:	0.00 Late Fee: 0.00		
05/04/2021	05/05/2021	Payment	ACH		[REDACTED] Funds Tran/050521/PP D	-128.00	6,152.75
Principal:	-103.20	Interest:	24.80	Escrow:	0.00 Late Fee: 0.00		

Notice: The description has the member's name in it and ends in PPD. The posting date also takes place on relatively the same day each month (please be aware the member may just be good at paying on the same day each month; to double check, you can pull up Q2 and shadow the member's account).

Internal Automatic Payments

There is also a type of payment that is set up by us.

Posting Date	Effective Date	Category	Source	Tran/Adj	Description	Gross Amount	New Balance
08/14/2021	08/14/2021	Payment	Journal voucher	Transfer	FROM SHARES [REDACTED]	-118.00	4,936.97
Principal:	-99.03	Interest:	18.97	Escrow:	0.00 Late Fee: 0.00		
07/16/2021	07/16/2021	Payment	Journal voucher	Transfer	FROM SHARES [REDACTED]	-118.00	5,036.00
Principal:	-96.67	Interest:	21.33	Escrow:	0.00 Late Fee: 0.00		
06/14/2021	06/14/2021	Payment	Journal voucher	Transfer	FROM SHARES [REDACTED]	-118.00	5,132.67
Principal:	-96.95	Interest:	21.05	Escrow:	0.00 Late Fee: 0.00		

Notice: These always say *FROM SHARES* and are followed by the account they came out of, whether it is the same account or from a different account.

If and when you are unsure, please double check. These will be set up as scheduled disbursements so you can view them in the relationship tree. Go to the account that the funds are pulling out of and expand the carrot. You should see a schedule disbursement set up to the loan.

Share S 0500 Dream Checking
Share Person Link Joint owner [REDACTED]
Share Transfer Overdraft Loan transfer [REDACTED] Overdraft
Share Transfer Scheduled disbursement Loan transfer [REDACTED]