

# Automated Clearing House (ACH)

**GETTING STARTED WITH ACH**

### ACH can save you time and money. It is the most dependable method for making your deposit each month. Using ACH eliminates the cost of purchasing money orders and stamps, and the worry of missing your due date if the money order is lost or delayed in the mail.

When you use ACH, **your monthly deposit is automatically drafted from your bank account** at the same time each month. Missing a deposit or making a late or partial deposit can jeopardize concessions granted by your creditors. ACH gets your deposit to ClearPoint Credit Counseling Solutions at the same time each month and **allows us to pay your creditors at the same time each month.**

# How to Set up the Draft

1. **Fill out form items 1 through 11 of the Electronic Funds Transfer Authorization form.** Be sure to include your name, social security number, debit amount and date, and your bank’s physical address (forms with P.O. Box addresses will not be processed by FirstNet, First Citizens Bank).
2. **Please remember to add $1.50 to your monthly debit amount.**

### **Circle your preferred debit date.** Remember, at start up, we need to check the accuracy of the account information you have given us, so it is important to complete your application and get it back to your counselor at least 7 days before you want your account drafted.

1. **Sign and date the bottom of the form.** If the account being drafted is a joint account, please have the joint account holder sign and date as well.

### **Attach a blank voided check** (for withdrawals from a checking account) or a savings deposit slip (for withdrawals from a savings account) to the form and return it to ClearPoint for processing.

**Please note:** Original or faxed copies of the enrollment form and voided checks/deposit slips are acceptable.

**Changes to your existing ACH may be made online:** [https://www.weballotments.com/EFTChange.aspx](http://www.weballotments.com/EFTChange.aspx)

# Automated Clearing House (ACH) Agreement

I (we) hereby authorize FirstNet, First Citizens Bank, P.O. Box 988, Radcliff, KY 40159, agent for my (our) creditor, named below, to initiate debit entries to my (our) bank account indicated below, further, I (we) authorize the financial institution named below, to debit the same account on the date indicated below. **Please note, it may take up to 10 days before funds are disbursed.**

**I (we) agree that I (we) will not void any payments drafted from my (our) personal bank account to pay for my (our) DMP. In the event that I (we) breach this agreement by voiding any such payments after ClearPoint has disbursed funds to my (our) creditors pursuant to my (our) DMP, I (we) agree to reimburse ClearPoint for the amount of such disbursements and any**

**out-of-pocket expenses incurred by ClearPoint in connection with my (our) breach of this agreement.**

1. SSN:
2. Name:
3. Monthly Debit **(please include $1.50 fee):** $
4. Debit Date **(circle one):** 4th 8th 17th 21st 30th
5. Start Date **(month/year):** Total DMP Amount: Open

This authority is to remain in full force and effect until the contract amount has been reached or FirstNet, First Citizens Bank has received written notification from the undersigned of its termination 2 business days prior to the draft date to afford opportunity.

A customer has the right to stop a debit entry by notification to their financial institution prior to charging account. A customer has the right to have an erroneous debit re-credited to his/her account in accordance with the provisions of Federal Reserve Board Regulation E - Electronic Funds Transfer.

# Financial Institution Information

### Bank Name:

1. Bank Address:
2. ABA Routing Number: Creditor: ClearPoint Credit Counseling Solutions
3. Account Number:
4. Account Type **(circle one):** Checking Savings

### Client Number: Code Number: **11111111**

**(NOTE: Bank information may be left blank if a voided check is attached)**

I HAVE READ AND AGREE TO THE ABOVE GUIDELINES.

Signature

Date

Signature

Date