

## AUTHORIZATION AGREEMENT FOR PRE-ARRANGED CHARGES

I authorize **Willamette University** to effect payment commencing \_\_\_\_/15/\_\_\_\_ (date) for my Perkins Loan payment to the **University** as such amounts become due by initiating debit entries of a fixed amount of \$\_\_\_\_\_ to my account indicated below in the **Financial Institution** named below. I also authorize said **Financial Institution** to accept any debit entries initiated by the **University** to such account, and to debit the same to such account.

**Financial Institution** \_\_\_\_\_  
Address \_\_\_\_\_  
Branch \_\_\_\_\_  
Transit Routing No. /\_\_\_/\_\_\_/\_\_\_/\_\_\_/-/\_\_\_/\_\_\_/\_\_\_/\_\_\_/-/\_\_\_/  
Account Number \_\_\_\_\_

### I understand that:

1. This authority is to remain in effect until the **University** has received written notification from me of its termination, with the exception of conditions in item 2 below.
2. A debit to my account that is returned unpaid to the **University** by the **Financial Institution** due to "Insufficient Funds", "Account Closed", or any other reason, will cause this agreement to be cancelled and I will be charged a \$10.00 bank fee.
3. I have the right to stop payment of a debit entry by notification to the **University** Student Loan Office not less than two working days prior to the 15<sup>th</sup> of the month that the payment is to be debited.
4. After the account has been debited, I have the right to have the amount of an erroneous debit immediately credited to my account by the **Financial Institution** up to 15 days following issuance of a statement or 45 days after the account is debited, whichever occurs first.

Borrower's Name \_\_\_\_\_  
Social Security # \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

*If payment is to be debited from a **checking account**, attach a **voided check**.  
If payment is to be debited from a **savings account**, attach a **deposit slip**.*

**Return this form with accompanying voided check or deposit slip to:**

**Willamette University  
Student Loan Office  
900 State Street  
Salem, OR 97301**

**If you have questions regarding this form, call (800) 338-9316 or (503) 375-5455, or e-mail Beverly Loos, Perkins Loan Specialist, at bloos@willamette.edu.**