

Automated Payment Authorization Form Instructions



The Automated Payment Authorization Form must be completed as provided below and signed by the Deposit Account Holder. Any information that is incomplete or illegible may cause a delay in processing your request.

Payment options:

1. **Minimum Payment Due** – Apply the minimum payment for the terms of your contract. Refer to the terms and conditions in your loan documents for additional details.

NOTE: If no payment option is selected, the monthly minimum payment due will be withdrawn.

2. **Fixed Payment Amount** – *The Fixed Payment Amount option is available for lines of credit only.* Apply a fixed payment on your line of credit beyond the minimum payment due in whole dollars only. If the fixed payment is not provided in whole dollars, the payment amount will be rounded down to the nearest dollar. Refer to the terms and conditions in your loan documents for additional details.

NOTE: If the Fixed Payment Amount is selected, and that amount is less than the minimum payment due as reflected on the statement for that payment due date, the minimum payment due will be deducted for that month. In addition, any amount that exceeds your minimum payment due will be applied pursuant to the terms of your loan agreement. If you would like to pay the balance in full each month, do not use this form, please contact us at 1-888-PNC-BANK (1-888-762-2265) or sign on to online banking.

3. **Minimum Payment plus Additional Payment Amount** – Apply an additional amount beyond the minimum payment due. Refer to the terms and conditions in your loan documents for additional details.

Instructions to complete the following sections of the form:

- Check either the New or Change box indicating whether the request is for a new automated payment or a change to a current automated payment.
- Borrower Information – Provide the first name, middle initial, last name or business name (if applicable) that applies to the borrower.
- PNC Loan Information – Provide the 16 digit PNC loan account number. If you need assistance obtaining your loan account number, you may contact us by:
 - Calling us at 1-888-PNC-BANK (1-888-762-2265)
 - Visiting the nearest PNC Branch
- Payment Information – Check the applicable box for the payment type you wish to elect.
- Deposit Account Information – Check either the Checking or Savings box indicating whether the deposit account is a checking or savings account. Provide the name of the financial institution or bank, the 9 digit routing number, and deposit account number. The designated deposit account must be in the name of the PNC Borrower signing the form.

Automated Payment Authorization Form



Request (please check one): New Change

Borrower Information:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name														M.I.	Last Name																			
<input type="text"/>																																		
or Business Name (if applicable)																																		

PNC Loan Information:

PNC Loan Account Number:

Payment Information:

Payment Amount (select one):

Minimum Payment Due Fixed Payment Amount in whole dollars: _____ (Line of Credit only)

Minimum Payment plus additional payment amount of: _____ (only write the total additional principal amount)

Note: The payment amount and date the payment is scheduled to transfer from your designated deposit account (your due date) will be shown each month on your account statement. If your due date falls on a weekend or holiday, your automated payment will be scheduled to transfer the next day, but will still be credited to your account as of your due date. If you would like to pay the balance in full each month, do not use this form, please contact us at 1-888-PNC-BANK (1-888-762-2265) or sign on to online banking.

Deposit Account Information:

Important: The PNC Borrower that is signing this form must be an authorized signer on the designated deposit account.

Deposit Account (select one): Checking Savings Name of Financial Institution/Bank:

Routing (ABA) Number: Deposit Account Number:

Note: A federal regulation limits the number of transfers that can be made during a monthly statement period from a savings or money market account. Please refer to your deposit account agreement or contact your financial institution for details.

Signature of Deposit Account Holder

I understand and accept the Automated Payment Terms and Conditions with this form, and I affirm that I am an authorized signer on the above referenced deposit account. I authorize PNC Bank to electronically withdraw funds from the deposit account and apply these funds to the PNC loan account each month there is a balance owed on my account.

I understand that I must continue to make payments on my account until I have received confirmation from PNC Bank that my request has been processed and when automated payments will begin. I accept that automated payments will continue on my account until I, or PNC, cancel the service.

X _____

Signature	Name (please print)	Date
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Complete, sign and return this form to:

<u>Mail</u>	<u>Fax</u>	<u>Branch</u>
<p>PNC Bank - Automated Payments Mailcode BR-YB58-01-J PO Box 5570 Cleveland, OH 44101</p>	<p>833-845-6442</p>	<p>Find a branch near you at pnc.com.</p>

SEE THE AUTOMATED PAYMENT TERMS AND CONDITIONS PROVIDED WITH THIS FORM

Automated Payment Terms and Conditions

Please keep for your records

1. Automated Payment Authorization Request Forms must be completed entirely to ensure accurate setup and changes.
2. It may take up to ten (10) business days from the date we receive your authorization form to process your request. **If you have a payment due within the next 10 business days, please contact us to make sure the automated payments have been set up on the account.** You will receive a confirmation letter with the automated payment start date when your request has been processed.
3. The payment amount and date the payment is scheduled to transfer from your designated deposit account (your due date) will be shown each month on your account statement. If your due date falls on a weekend or holiday, your automated payment will be scheduled to transfer the next day, but will still be credited to your account as of your due date
4. If we are unable to process your request to set up automated payments, we will notify you by mail regarding why the request could not be completed. This may cause a delay in setting up automated payments. Payments must still be made when due on the account until your request has been processed.
5. All notifications regarding automated payments sent by mail will be directed to the address on file for the PNC Loan Account. To confirm or change the address on file, please contact us at 1-888-PNC-BANK (1-888-762-2265).
6. Changes to automated payments must be received in writing, using a new automated payment authorization form, to PNC Bank – Automated Payments, Mailcode BR-YB58-01-J, PO Box 5570, Cleveland, OH 44101 or faxed to 1-833-845-6442 at least 10 business days before the automated payment date in order to be processed for that billing cycle.
7. Cancellations must be made at least **three (3) business days** before the next payment due date by:
 - a. Calling us at 1-888-PNC-BANK (1-888-762-2265)
 - b. Faxing your request to 1-833-845-6442
 - c. Visiting the nearest PNC Branch
 - d. Mailing your request in writing to PNC Bank – Automated Payments, Mailcode BR-YB58-01-J, PO Box 5570, Cleveland, OH 44101 so that it is received at least **three (3) business days** before the payment date.
8. The designated deposit account must be in the name of the PNC Borrower signing the form.
9. If any payment is returned unpaid by your financial institution for any reason, we may cancel future automated payments to the account and a returned payment fee may be charged as disclosed in the account agreement or other account documents.
10. PNC Bank may also cancel automated payments on the account at any time and for any reason. We will notify you by mail if we cancel the automated payments.
11. Your minimum payment may change based on line or loan balance, past due amount, fees, escrow, insurance, or interest (see details in account agreement). If your payment amount changes and you've selected minimum payment due, the automated payment service will automatically adjust the amount of the payment to meet your minimum payment.
12. If your loan is paid ahead, the automated payment for that month may not be processed. If you would like to make additional principal payments to your loan, please review the payment terms in your account agreement. You may mail additional principal payments to the address on your account statement or visit your local branch.
13. If you make a prepayment of principal on certain business loans, the prepayment may result in a prepayment fee. Refer to the terms and conditions in your loan documents for repayment terms and applicable prepayment fees.