



AUTOMATIC LOAN PAYMENT FORM

Heartspring Methodist Foundation is pleased to offer borrowers the ability to make regular automatic monthly payments on their loan balances. The Foundation will initiate a debit to your bank account on either the 1st or the 15th of the month. Your loan payment will be credited on the following day. If the 1st or 15th falls on a weekend or a bank holiday, the debit will be initiated on the following business day.

Please complete the following sections to initiate this service:

**Section 1 – Bank Account Information**

Please complete the following information regarding your church / agency bank account. You must attach a voided check to this request:

Transfer From Bank Name: \_\_\_\_\_  
Transfer From ABA #: \_\_\_\_\_  
Name of Church / Agency: \_\_\_\_\_  
Church / Agency Bank Account #: \_\_\_\_\_

**Section 2 – Loan Information**

Loan number: \_\_\_\_\_ Payment Amount: \$ \_\_\_\_\_  
Transfer date (Select only one): 1st of the month \_\_\_\_ or 15th of the month. \_\_\_\_\_  
Starting month and date (mm/dd): \_\_\_\_\_

I authorize the Foundation, in accordance with my instructions in this form to initiate debit entries to my account named in Section 1. I agree that the Foundation will not incur any loss, liability, cost or expense for acting upon my instructions in this form. I understand that this authorization may be terminated by me at any time by written notification to the Foundation. This termination request will be effective not more than two weeks after receipt by the Foundation.

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name & Title:** \_\_\_\_\_

Please mail this completed form, along with a voided check (not a deposit slip) to:  
Heartspring Methodist Foundation  
Attn: Barry Morris  
5215 Main St.  
Houston, TX 77002

Please allow up to two weeks for processing this request. Thank you!