

AUTOMATIC PAYMENT AUTHORIZATION FORM

How to set up or switch your automatic payments so they come from Pennian Bank:

1. Just complete and sign this form to get started!
2. Email, fax, or mail this completed form to your payee (the company that has been or will be withdrawing monthly payments from your checking account).

Here's How Recurring Payments Work:

You authorize regularly scheduled debits (withdrawals) to your checking account. Your account will be debited the amount indicated on the billing statement from the company you are paying.

NOTE: For many payees, you must provide notification at least three or four weeks prior to your due date of any changes to your checking account information.

Follow up:

1. Call your payee's accounting department to check on the progress of your request.
2. Log in to Pennian Bank Online Banking to verify your automatic payments are being correctly deducted.

Remember, it can take several payroll cycles for automatic payments to take effect.

Thank you for setting up automatic payments from your Pennian Bank account!

To: Accounting Department Subject: Automatic Payment (ACH)

Company: _____

Recurring Payment Date: _____ of each month

This serves as notification that I have established a new checking account with Pennian Bank. I authorize you to change my automatic payments to your company to have them withdrawn from my new Pennian Bank checking account.

Listed below are the relevant checking account and routing numbers needed for you to initiate electronic debits from my new account.

1. Pennian Bank Routing Number:

0	3	1	3	1	0	2	0	6
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(The first set of numbers found on the bottom of your check)

2. Pennian Bank Account Number: _____
(The second set of numbers, after the routing number)

Print Name: _____

Signature: _____ Date: _____

Billing Address: _____

City, State, Zip: _____

Phone Number: _____

If you have questions, please contact: Customer Care Center at _____

Pennian Bank Branch Information: Main Office- 2 N Main St. Mifflintown, PA 17059

Branch Phone Number: 717-436-2144 Option 6

Branch Fax Number: 717-436-9891 for Operations

