

### Tips for Successfully Setting Up Your ACH Direct Loan Payment

- To ensure your ACH Debit is processed using accurate banking information, please collect the following from your Financial Institution (FI):
  - The Routing Number for ACH Debits
  - The complete account number to debit
    - Many institutions have separate numbers for savings and checking accounts. We recommend you contact the FI to obtain the correct number for the account type you wish to have the funds pulled from.
    - If you are selecting to debit a checking account and you have printed checks, you can use the MICR line example below as a reference to gather the information needed.
- Your payment will be posted directly to your loan. Please complete the bottom portion of the form with your Midwest Members Credit Union account number and loan suffix. If you do not have this information, please contact the credit union for support at 618-254-0605.
- When setting up a Reoccurring ACH Direct Payment:
  - Please allow for five business days when selecting the date for the initial payment to be ACH Debited.
  - If the date you select falls on a non-business day or federal holiday, the debit will occur on the following business day.
  - Your payment will continue to pull on the date and frequency you select until notice of cancellation is received, or the loan balance is paid in full.
    - For Bi-Weekly selections – a third debit will occur twice annually.
  - Please allow five business days for any changes or cancellations submitted.

First Name Last Name _____	Date: _____
Street Address _____	
City, State Zip _____	
Pay to the Order Of _____	\$ _____
_____ Dollars	
Memo _____	Signature _____

