



PAY BY PHONE AUTHORIZATION (CHECKING/SAVINGS ACCOUNTS ONLY)

******EVEN IF THIS IS A REPEAT WE NEED THE INFORMATION AGAIN. PRIOR BANK INFORMATION IS DELETED******

Sunwest Trust Account Number: _____

Last 4 digits of the social security number: _____ *(Deduction will not be done unless we have social security number on file, customer will need to provide that information in writing before we can offer this service to them.)*

Name of Banking Institution: _____

Name on Checking Account: _____

Checking _____ *Savings* _____

Routing Number: _____ *(This is the first 9 digits from the bottom of check)*

Checking Account Number: _____ *(This is the second set of numbers from the bottom of check)*

Amount to be deducted: _____ *(A \$10.00 service charge will be added to this amount, be sure and let the customer know this. Also if customer is requesting a different amount other than the required amount, please make note of what the difference is for.) Apply difference as follows:* _____

PLEASE VERIFY ALL OF THE ABOVE INFORMATION WITH THE CUSTOMER BEFORE YOU END THE CALL. PLEASE WRITE LEGIBLE, MISTAKES HAPPEN IF WE CAN NOT READ WHAT IS WRITTEN. THEN TAKE IMMEDIATELY TO IDA OR CINDY.

Date of request: _____ *Time:* _____ *AM/PM*

Taken by: _____

Customers phone number: _____

Customers email address: _____

All requests received by 12:00PM will be posted the same day. After 12:00PM will be posted on the next business day.