

Bill Pay Disclosure for Members of Southwest Colorado Federal Credit Union

Updated: November 2011

Bill Pay Program Disclosure:

- Members must enroll for bill pay and be approved by the Credit Union.
- There is a \$5 enrollment fee. If a member is dropped from bill pay and wishes to re-enroll, an additional \$5 fee will be assessed.
- If a member does not use bill pay at least once during the month, the member will be dis-enrolled from bill pay by the Credit Union at the end of the business day on the last day of the month.
- Only personal checking accounts are allowed for use of bill pay (no business accounts, dbas, trust accounts, organization accounts).
- Member MUST have a checking account and all bill pay transactions MUST be deducted from the checking account.
- The Credit Union can terminate online banking and bill pay to members, with 10 days written notice, prior to the change.
- The Credit Union has the right to change fees for bill pay with 10 days written notice to members.
- Any transaction which results in a negative account balance may be refused by the Credit Union. A non-sufficient funds fee will be assessed to these transactions.
- The member will not hold the Credit Union responsible for any payment delays that occur for reasons beyond our control.
- The member agrees to waive and release any claims against the Credit Union arising from our online banking or bill pay program except for claims resulting solely from negligent acts or omissions of the Credit Union.
- Internet access fees are the sole responsibility of the members and members are requested to install current versions of software, anti-virus, firewalls, and spyware scanning tools.
- Currently there is no monthly charge to members for using bill pay.

Signature of accountholder

Date

Bill Pay is offered by this Credit Union using a third party vendor, *MyCU Services*. Members will sign on to bill pay through the Credit Union online banking page. Members are responsible for setting up their payees for bill pay accounts and monitoring their activity. Bills to be paid will be paid either by ACH electronic withdrawal or by check. Members will know how the bill will be paid after the first time they authorize and schedule their payment. The "estimated arrival date" should be a few days before the due date of the bill. The "process date" is the date the authorized payment will be processed by the bill pay system. Funds are deducted from the member's account at the Credit Union **one business day prior to the process date**. Please be aware that process dates that fall on federal holidays, Saturdays and Sundays will process TWO business days prior to the date. Be aware, the system will not accept a bill payment authorization for a specific due date unless you have authorized this payment with enough lead time.

Signature of accountholder

Date

(Please remember to complete side two of this form)

For Credit Union Use Only: Account# _____ How Paid _____ Initials of staff _____

(Continued on side 2)

Bill Pay Enrollment Form

Account Number:	
Primary User:	First Name: Last Name:
Secondary User (if applicable):	First Name: Last Name:
Social Security Number (Primary User):	
Date of Birth (Primary User):	
Street Address:	
City, State, Zip:	City: State: Zip Code:
Home Phone Number:	
Cell Phone Number:	
Email Address:	

Please fill out and return to Southwest Colorado Federal Credit Union by mail, fax or in person.

15 Bodo Drive
Durango, CO 81303
Fax: 970-247-8784

Once submitted, please allow 1 business day in order to access Bill Pay through Online Banking.

Questions? Please call 970-247-5204 or 888-685-0686.