

Bill Pay Enrollment



Revised: 02.22.2017

Bill Pay 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 un-enrolled from bill pay by the Credit Union at the end of the last business day of the month.
- Currently, there is no monthly charge assessed for members to use bill pay.
- Only personal (and trust) checking accounts are allowed for use of bill pay (no business accounts, DBAs or organization accounts allowed).
- Member **MUST** have a checking account and all bill pay transactions **MUST** be deducted from the checking account.
- The Credit Union may 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 for 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 member's and members are requested to install current versions of software, anti-virus, firewalls, and spyware scanning tools.

Bill Pay is offered by this Credit Union using a third party vendor, *My CU Services, LLC*. Members will access bill pay through their secure Credit Union online banking account. Members are responsible for setting up their payees for bill pay accounts and monitoring activity. Bills to be paid will be paid either by ACH (electronic withdrawal) or by mailed check. Members will know how the bill will be paid after the first time they authorize and schedule their payment for that specific payee. 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, from your account, by the bill pay system. Funds may be 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.

Bill Pay – Member Details

Account Number:			
Primary Owner Name:			
Joint Owner Name (if applicable):			
Social Security Number (Primary Owner):			
Date of Birth (Primary Owner):			
Address:	Street/PO Box:		
	City:	State:	Zip:
Phone Numbers (Primary Owner):	Mobile:	Other:	
Email Address (Primary Owner):			
Signature (Primary Owner):			Date:
Signature (Joint Owner):			Date:

By signing above, I/We have read and agree to the Bill Pay Disclosures outlined on page 1.

Instructions:

- Once submitted, please allow at least 1 business day in order to access Bill Pay through secure Online Banking
- **Return via fax (970-247-8784), mail (15 Bodo Drive, Durango, CO 81303) or secure email (link on our “Contact Us” webpage – DO NOT SEND THROUGH REGULAR EMAIL AS IT IS NOT SECURE).**

FOR CREDIT UNION USE ONLY:

Date:	Initials:	Confirmation Email: <input type="checkbox"/>	\$5 Charge: <input type="checkbox"/>	Bill Pay Flag = Yes <input type="checkbox"/>
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