



# Automated Transfer System (ATS) Authorization Form

## Authorization Agreement for Automated Transfer System (ATS)

I (we) authorize Spring Valley Bank, hereinafter referred to as "Institution," to initiate transfers between the accounts listed below through its Automated Transfer System (ATS). I (we) understand and agree that if the transfer is for a mortgage payment the amount may vary in accordance with the terms of the promissory note and/or escrow account associated with this agreement.

### Account Holder Information

- Name(s): \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

### Transfer Details

- From Account Number: \_\_\_\_\_  Checking  Savings  CD
- To Account Number: \_\_\_\_\_  Checking  Savings  Loan
- Transfer Amount: \$ \_\_\_\_\_
- Transfer Frequency:  One-time  Daily  Weekly  Monthly
- Transfer Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- Transfer End Date (if applicable): \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- Purpose of Transfer: \_\_\_\_\_

### Authorization

I (we) understand that this authorization will remain in effect until I (we) notify the Institution in writing to cancel it. I (we) agree to notify the Institution in a reasonable time prior to the next scheduled transfer to allow reasonable time to act on the request.

I (we) certify that I (we) am (are) an authorized signer(s) on the accounts listed above and that I (we) will not dispute these scheduled transfers with the Institution provided the transactions correspond to the terms indicated in this authorization form.

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### Bank Processing Section (For Internal Use Only)

- Date of Data Entry: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- Processed By: \_\_\_\_\_
- Additional Notes: \_\_\_\_\_

# Automatic Transfer Service (ATS) Disclosure

## 1. Purpose of Disclosure

This disclosure outlines your rights and responsibilities regarding electronic fund transfers (EFTs) made through our Automatic Transfer Service (ATS), as required by the Electronic Fund Transfer Act (Regulation E).

## 2. Description of ATS Transfers

ATS allows for the automatic transfer of funds between your linked accounts at Spring Valley Bank, including:

- Scheduled transfers between accounts (e.g., monthly savings contributions)
- Transfers to make loan payments

## 3. Authorization and Scheduling

By enrolling in ATS, you authorize Spring Valley Bank to initiate transfers as specified in your enrollment agreement. Transfers may occur:

- On a recurring schedule (e.g., One-time, Daily, Weekly, Monthly)

You may cancel or modify your authorization by notifying us at least three (3) business days before the scheduled transfer date.

## 4. Your Right to Stop Payment

To stop a scheduled ATS transfer, contact us at:

- Phone: 513-761-6688
- In Person: 12063 Springfield Pike, Cincinnati, OH 45215
- In Writing: Spring Valley Bank, 1206 Springfield Pike, Cincinnati, OH 45215

We must receive your request at least three (3) business days before the transfer is scheduled to occur. Verbal requests will be honored, however, we will require follow-up with written documentation within two (2) business days before the transfer is scheduled to occur.

## 5. Error Resolution

If you believe an unauthorized or incorrect ATS transfer has occurred, contact us immediately. We will investigate and respond in accordance with our Error Resolution Procedures, which are provided separately and available upon request.

## 6. Liability for Unauthorized Transfers

You may be liable for unauthorized transfers if you fail to notify us promptly. Please refer to your account agreement for details on liability limits and reporting timeframes.

## 7. Documentation

We will notify you within two (2) business days of the transfer. You will receive documentation of ATS transfers via:

- Mail
- Your periodic account statement
- Online banking transaction history (if enrolled)
- You may call 513-761-6688 to verify the transfer was made.