Retail Lending

Automatic Loan Payment Request Form

Complete the back of this form if you want to:

• Activate recurring automatic loan payments
  Complete the Activate section and the Required account information section.

• Change the date that payments are made from your account
  Complete the Change payment date section and the Required account information section.

• Cancel recurring automatic loan payments
  Complete the Cancel section and the Required account information section.

• Change the account from which direct debits are made to pay loan payments
  Complete the Change account section and the Required account information section.

• Change your first mortgage loan payment amount
  Complete the Change payment amount section and the Required account information section.

Please read these instructions before proceeding:

Send in completed form
A signed and completed Automatic Loan Payment Request Form, including the required account authentication document (either a voided check or a letter), must be received by BMO Harris Bank® Retail Loan Servicing.

Borrower Must Be an Account Holder
At least one of the borrowers on the loan must be an account holder.

Ensure sufficient account funds are available
In order for your automatic loan payment request to be processed, sufficient funds should be in the requested account on the payment due date.

Authenticate account (required for non-BMO Harris accounts only)
Authentication of your account is the key part of your recurring automatic loan payment request. To protect your account from any unlawful transactions, please ensure that the Automatic Loan Payment Request Form is completely filled out and signed by at least one account holder.

You must also include some form of documentation authenticating the account from which subsequent loan payments will be made. Please read the following instructions as to which documents serve as acceptable evidence of your account holding:

• For non-BMO Harris Savings Account
  Authenticate account holder(s) by sending in a letter from the financial institution confirming your account holding. The letter MUST be drafted on the financial institution’s letterhead with the institution’s name and address and must include the account number and bank routing number.

• For non-BMO Harris Checking Account
  Authenticate account holder(s) by sending in the following:
  - Option A: Voided check of the account to be debited.
  - Option B: Letter from the financial institution confirming your account holding. Letter MUST be drafted on the financial institution's letterhead with the institution's name and address included.
    (NOTE: Select this option ONLY if a voided check with account holder’s name and address is NOT available.)

Questions completing the form? Call 1-888-340-2265.

Account holder’s name and address must be printed on the check. Starter checks without a name and address cannot be accepted for account authentication.

BMO Harris Bank
We're here to help®
Complete only the applicable box in this section:

☐ **Activate:**
I want to activate Automatic Loan Payment
Debit my account beginning on this date: ___/___/___ (MM/DD/YY)
(NOTE: For CONSTRUCTION LOANS, debit date must be the 5th of the month.)

☐ **Change account:**
I want to change the bank account associated with my Automatic Loan Payment
(Provide new bank account information below.)

☐ **Change payment amount:**
I want to increase my mortgage Automatic Loan Payment amount
(NOTE: Can be increased for a first mortgage only)
Amount to add to current loan payment amount
(Enter the dollar amount added to your current loan payment.
Examples: $50.00 or $113.50.) $ ________________
Increase payment amount starting on this date: ___/___/___ (MM/DD/YY)

Required account information:

BMO Harris loan account number
(Omit leading zeros. Example: 0000012045 should be entered 12045.)

Direct debit account
Deposit account type
(Check one box. A voided check is required for a non-BMO Harris checking account. See instructions for other required account authentication documents.)
☐ Checking   ☐ Savings

Required account holder(s) authorization:
I (We) authorize BMO Harris to debit loan payments or make the changes indicated from the deposit account as defined above. I (We) agree to have sufficient funds available to cover the payments on the loan payment due date.
(At least one account holder’s signature is required to authorize recurring automatic loan payments from this account. This authorization must be signed by the account holder who is also a borrower on the loan.)

Account holder’s signature
________________________
Print name
________________________
Date signed ___/___/___ (MM/DD/YY)

Account holder’s signature
________________________
Print name
________________________
Date signed ___/___/___ (MM/DD/YY)

Bank routing number—non-BMO Harris accounts only
(See check example on reverse for number location. Enter 9 digits with any preceding and following zeros included. Example: 071234100 should be entered 071234100.)
______________

Bank account number
(See check example on reverse for number location. Include any preceding or following zeros. Example: 345670000 should be entered 345670000.)
______________
☐ My voided check or other account authentication documentation is included.

☐ **Cancel:**
I want to cancel Automatic Loan Payment
Stop my automatic payments on this date: ___/___/___ (MM/DD/YY)

Once you’ve completed this form, mail to: BMO Harris Bank, Loan Maintenance, P.O. Box 2045, Milwaukee, WI 53201 Fax to: 262-938-8169

For internal use only:
Date received ____________________ Processed by (initials) ____________________ Processed date ___/___/___ SD Ref # ________________

BMO Harris Bank
We’re here to help.

BMO Harris Bank® and BMO Harris® are trade names used by BMO Harris Bank N.A. Member FDIC
© 2016 BMO Financial Group 8265 (9/16)