



HIGHER EDUCATION & MINISTRY

General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

OFFICE OF LOANS AND SCHOLARSHIPS

Automatic Draft – ACH Form

Please follow the steps below to start the automatic withdrawal of your payment.

I understand this authorization will be in effect immediately. The monthly payments continue to be due the 1st of the month, however, you may choose whether your payment is drafted on the 3rd or the 17th day of the month (or nearest business day).

1. Complete and sign this form

Borrower Name _____ Borrower Address _____
 Borrower City _____ Borrower State/Zip _____
 Email Address _____ Loan Number _____

Bank Name _____
 Bank City/State _____
 Bank Routing Number _____
 Bank Account Number _____
 Account Type: Checking Savings

MUST CHOOSE ONE:
 Deduct my payment from my bank account on the
 3rd or 17th

Indicate if the account holder of this bank account is someone other than the borrower and provide the necessary contact information:

Cosigner: _____ (name) Other: _____ (name)

Phone Number: _____ Email: _____
 (for billing purposes)

Signature (of account holder) _____ Date _____

2. Send this completed form to:

- Fax: 615-340-7529
- Email: umloans@gbhem.org
- Mail: Office of Loans and Scholarships
PO Box 340007
Nashville TN 37203-0007

It is very important that you keep us informed of your correct and current mailing address, phone number and email address. Statements will be emailed each month for informational purposes. Please contact our office at 615-340-7346 or umloans@gbhem.org with any questions you may have regarding your account balance or repayment information.

OFFICE USE ONLY:	DATE	INITIALS	FIRST PAYMENT DUE
ACH INPUT:	_____	_____	_____