

# Request for changes to your MECU Loan/LOC(s)

Please be advised that in order to make changes to your due date or your payment frequency, your loan or line of credit (LOC) payment **MUST** be current. Any changes must be approved by MECU. This request can only be honored **ONCE** during the term of the loan/LOC. **Please return this form, completed and signed to MECU by FAX (#443-927-3822), Email (loanservicing@mecu.com) or US Mail (MECU of Baltimore, Inc., One South Street, 14th Floor, Baltimore, MD 21202).**

You will receive a **confirmation notice** on approved LOC changes. You will receive a **Modification Agreement or Subsequent Action form** on approved loan changes. The Modification Agreement or Subsequent Action form will state your new payment frequency, payment amount or payment calculation method (if applicable), and your next payment due date. **For loans, no changes will be made to your account until we receive the signed Modification Agreement or Subsequent Action form. Upon receipt of the signed form, the Loan Servicing Department will send confirmation of the request.**

Today's Date:	Your Name:	Member #:
Your Address (street, city, state, zip):		

<b>CHANGE REQUEST</b> (Check the boxes that apply and provide the requested information)
<input type="checkbox"/> Change Payment Due Date: Preferred Payment Date (REQUIRED): _____
<input type="checkbox"/> Change Payment Frequency* (select one): <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly <i>*Your payment amount will change if your payment frequency changes.</i>
<b>How I want my payments setup (select one):</b> <input type="checkbox"/> Internal Transfer Request (Provide MECU account to pay loans from.) <i>I authorize MECU to withdraw or electronically transfer funds as requested. I agree that funds for each transfer will be available in the selected account on scheduled payment dates and that MECU will not be responsible for any fees assessed in connection with the account below because of this request.</i> <input type="radio"/> Savings # _____ or <input type="radio"/> Checking # _____  <input type="checkbox"/> External Transfer Request (This document will be sent separately to be completed.) <input type="checkbox"/> City Payroll (Please indicate Department Number): _____ <input type="checkbox"/> City Retirement (Please select one): <input type="radio"/> Fire & Police <input type="radio"/> Mellon <input type="radio"/> Other <input type="checkbox"/> Send me a bill by mail

<b>LOAN/LOC INFORMATION</b> (Provide the account number for the loan/LOC(s) you wish to have changed.)
Acct# 1: _____ Acct# 2: _____ Acct# 3: _____

Select how you would prefer to be contacted regarding your loan/LOC change request (PLEASE SELECT ONLY ONE): <input type="checkbox"/> Email (Please provide email address below. Your email address MUST be completed below.) <input type="checkbox"/> Mail (Please confirm mailing address above is correct.) <input type="checkbox"/> Fax (Please provide a fax number you have access to during the day as the information may contain sensitive account information.)
Your Phone#: _____ Your Fax#: _____ Your Email: _____

I hereby authorize MECU to make the above requested changes to my loan/LOC(s) and contact me as indicated above:

**Your Signature (REQUIRED):** \_\_\_\_\_

**FOR MECU USE ONLY**

Loan Servicing Rep: _____	<input type="radio"/> Processed <input type="radio"/> Denied    Date: _____	
ACH Rep: _____	<input type="radio"/> Processed <input type="radio"/> Denied    Date: _____	
<b>FOR LOCs ONLY:</b> Previous Payment Amt: _____	New Payment Amt: _____	
Previous Frequency: _____	New Frequency: _____	

