



Loan Due Date / Payment Frequency Change Request

Please complete and return this form to MECU by one of the following methods:

- **Fax** at 443-927-3822 or
- **U.S. mail** at MECU Credit Union, One South Street, Attn: Loan Servicing – 14th Floor, Baltimore, MD 21202.

Your change request must be approved by MECU and will only be honored **once** during the term of your loan or line of credit. Your loan or line of credit must be current for your request to be approved. If your request is approved, we will mail you a confirmation letter with your new due date and/or payment amount.

Today's Date: _____ Your Name: _____ CIF #: _____

Street Address: _____ City: _____ State: _____ ZIP: _____

Change Request

- I wish to change my **Monthly Payment Due Date**. Enter your preferred payment date: _____
- I wish to change my **Payment Frequency to Monthly**. * *Payment amount will change.*

Select your preferred payment method:

- Internal Transfer:** By selecting this option, 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 the scheduled payment dates and that MECU will not be responsible for any fees assessed in connection with the following account because of this request:

Checking Acct #: _____ OR **Savings Acct #:** _____

- City Retirement Payroll** – Also select one of the following: Fire & Police Mellon Other

- I will make my payments by mail or in person each month.**

Loan Account Information

Provide the account number for each loan and/or line of credit you wish to have us change.

Acct #1: _____ Acct #2: _____ Acct #3: _____

I hereby authorize MECU Credit Union to make the above requested changes to my loan and/or line of credit account(s).

Your Signature **(REQUIRED)**: _____ Date: _____

For MECU Internal Use Only

Loan Service Rep: _____ Processed Date: _____ Denied Date: _____

ACH Rep: _____ Processed Date: _____ Denied Date: _____

For LOCs Only

Previous Payment Amt: _____ New Payment Amt: _____ Previous Frequency: _____