



Student Loans Receivable  
6024 Campus Delivery  
Fort Collins, CO 80523-6024

## CSU Loan Express Automatic Withdrawal Form (ACH)

To begin automatic withdrawal from your checking account please:

1. Complete the form below
2. Attach a voided check
3. Specify the amount you wish to have deducted
4. Return this form by mail or fax to (970) 491-2452

### Important Notes:

- We are unable to start ACH if you have any outstanding payments or late fees. If your loan is not current, we will contact you with instructions on how to bring your loan current.
- If we receive your form by the 10<sup>th</sup> of the month and there are no outstanding payments or fees on your loan, ACH will begin on the 1<sup>st</sup> working day of the following month. For example: if we receive your form by May 10<sup>th</sup> and your loan is current, ACH will begin on June 1<sup>st</sup>.
- Payments will be deducted on the 1<sup>st</sup> business day of each month.
- The amount deducted from your bank account will be the amount you specify below.
- If you would like to confirm your ACH start date, please contact us at (970) 491-6467.

### Cancellation and Change Policy

- If you want to cancel ACH, please notify our office in writing no later than 7 business days before the 1<sup>st</sup> of the month for which you want it cancelled.
- If you need to change your checking account information, please fax or mail us a voided check for the new account and a brief note explaining your request. Your request must arrive in our office no later than 7 business days before the 1<sup>st</sup> of the month for which you want it changed.

Please contact us if you have questions about your participation in the ACH Loan Express Program or if you have any loan questions, 970-491-6467.

Sincerely,  
The Student Loans Receivable Office



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### ATTACH YOUR VOIDED CHECK HERE

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Please check appropriate box below for payment amount to start on the 1<sup>st</sup> of \_\_\_\_/2012

(  ) Minimum monthly payment \_\_\_\_\_ (  ) Other amount \$ \_\_\_\_\_

I hereby authorize the above monthly ACH payment for my loan until my loan is paid in full or until written notification from myself to discontinue such. I have read and understand the ACH cancellation policy on page 1.

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

Printed Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Address: \_\_\_\_\_ Home or cell phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Work phone: \_\_\_\_\_

Email: \_\_\_\_\_

**\*\* Please Return Forms to: CSU, Student Loans, 6024 Campus Delivery, FTC-CO 80523-6024 \*\***