

Louisiana Tech University - Office of the Comptroller
 Perkins Loan Automatic Monthly Payment (ACH Debit) Authorization,
 Changes to Current Automatic Payment, Or Cancellation of Autopay

For Perkins Loan Office Use Only		
Date Received	_____	by _____
Date Processed	_____	by _____
Effective Date	_____	_____

*****Monthly draft will be effective on the 10th of each month. (If the 10th is ON a weekend, the effective date will be the following business day.)*****

LAST FIRST INITIAL

I, _____, (Name-Please Print) hereby authorize Louisiana Tech University to initiate debit entries to my checking or savings account indicated below, herein called depository, to credit and/or debit the same to such account.

PLEASE NOTIFY OUR OFFICE PRIOR TO MAKING ANY CHANGES REGARDING YOUR BANKING INFORMATION.

Depository Name (Name of Your Bank)	Transit/Routing No.: (Located bottom left corner of your check)	Account No.: (Located bottom center of check)
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Please check the appropriate category that describes your enrollment

_____ **New Enrollment (I am not currently enrolled for automatic payment nor have I been enrolled previously.)**

_____ **Change in Enrollment (I am requesting a change in my automatic payment status.)**

_____ **Cancellation of Enrollment (Please cancel my automatic payment effective immediately.)**

Complete for <u>New Enrollment</u> and <u>Change in Enrollment Only</u>	Amount of monthly ACH debit: _____ (\$40 minimum monthly payment)
<u>Check One Only</u>	
_____ Checking Account or _____ Savings Account	

This authorization will remain in effect and in full force until Louisiana Tech University has received written notification from me of its termination in such time and in such manner as to afford Louisiana Tech University and my Depository a reasonable opportunity to act on it.

Signed : _____ **CWID or SSN:** _____

Date: _____ **Phone #:** _____

_____ **Email:** _____

Questions concerning this information should be directed to Mary Thomas (Email usmbt@latech.edu) or LaParis Mason (Email Imason@latech.edu), Office of the Comptroller.

237 Keeny Hall P. O. Box 7924, Ruston, LA 71272
Fax # 257-2033 Campus Box Number 19
Phone # 257-2031

IMPORTANT - PLEASE FOLLOW INSTRUCTIONS CAREFULLY

Please attach to this authorization the following:

****A personal check or copy (if applicable) from the above mentioned account, marked "VOID".**

****A copy of a photo ID (driver's license or LA Tech University ID).**

RETURN TO THE PERKINS LOAN OFFICE - 237 KEENY HALL
MAIL: P.O. BOX 7924 RUSTON, LA 71272 FAX: (318)257-2033
EMAIL: PERKINS@LATECH.EDU