



Standing Order/Transfer Instruction Form

Members: Use this form to request, change or cancel a transfer regarding your Credit Union account.

BCU Member Account No.		Date	
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Member Information

Name	<i>First</i>	<i>Middle</i>	<i>Last</i>
Address			
Phone		Email	

Instructions

Please accept the following instruction to:

<input type="checkbox"/>	Start	<input type="checkbox"/>	Update	<input type="checkbox"/>	Cancel	a standing order from my:
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BCU Account Type		Amount BMD	\$	
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To: **BCU Account** **BNTB** **HSBC** **Clarien**

Recipient Account No		Account Type	
Recipient Name			
Contact Info			
Address			

On:

Date	<i>DD / MMM / YYYY</i>	Payment Frequency	
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Note: Automated or repeat payments are only available between Bermuda Credit Union accounts. Any payment instructions to other banks/institutions can only be processed on a one-time basis.

Order to remain in effect until cancelled by me. I accept the terms and conditions as outlined on page 2.

Member Name		Signature	
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BCU staff only:

Processed by (Sign & Initial)	
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TERMS & CONDITIONS

- I understand that standing orders to external institutions can only be processed as a one-time payment, and I will need to submit separate instructions for any future payments to these institutions.
- I understand that a charge may be debited from my/our account for each payment requiring manual handling, per the rates and fees outlined by the Credit Union.
- I understand that the Credit Union may cancel the above instruction without advice to me if the payment has been returned due to insufficient funds on my account.
- I understand that the Credit Union will not be liable for any delay or failure to carry out the standing instructions and under no circumstances shall the Credit Union be responsible to me for any consequential or indirect losses arising out of or in connection with the carrying out or otherwise of my/our instructions.
- I understand that the standing order shall remain in full force and effect until advised otherwise in writing by me.
- I understand that any amendments or cancellations of this standing order by me should be in writing and reach the Credit Union at least one week before the next successive payment is due.
- I understand that neither the Credit Union nor its agents or correspondents are responsible for any loss, delay, error, or omission arising out of any mode of communication used for effecting those payments.