



# Pre-Authorized Internal Transfer Set-Up/Change Form for Demand Deposit Accounts

Use this form to set up automatic savings

## Instructions

Complete this form in response to a customer's request to either:

- 1) set up a new pre-authorized internal transfer, or
- 2) change the frequency and/or dollar amount of an existing pre-authorized internal transfer.

**IMPORTANT: Pre-authorized transactions cannot be set up to occur between a business and a retail account. Pre-authorized transactions for businesses can ONLY be completed between identically titled business accounts.**

SUBMITTER INFORMATION (complete all applicable fields)	
BRANCH NAME AND NUMBER	BRANCH TM NAME/CCC TM NAME
BRANCH PHONE NUMBER	BRANCH TM/CCC TM PHONE NUMBER
CUSTOMER ACCOUNT INFORMATION	
ACCOUNT TITLE	
CUSTOMER TYPE (select one) <input type="checkbox"/> BUSINESS <input type="checkbox"/> RETAIL	
▶ If this is a <i>retail</i> account request, indicate the <i>Transfer FROM</i> account title below.	
▶ If this is a <i>business</i> account request, indicate the <i>like-titled</i> business account title below.	
AMOUNT OF \$\$ BEING TRANSFERRED	Is this a change to \$\$ amount? <input type="checkbox"/> YES <input type="checkbox"/> NO
TRANSFER FROM ACCOUNT INFORMATION	
SANTANDER ACCOUNT NUMBER FROM WHICH FUNDS ARE BEING WITHDRAWN (Insert FROM account number here.)	
ACCOUNT TYPE (select one) <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> MONEY MARKET	
CUSTOMER RELATIONSHIP TO ACCOUNT <input type="checkbox"/> AUTHORIZED SIGNER <input type="checkbox"/> OWNER	
TRANSFER TO ACCOUNT INFORMATION	
IS THIS A CHANGE TO THE ACCOUNT IN WHICH THE FUNDS ARE CURRENTLY BEING TRANSFERRED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
SANTANDER ACCOUNT NUMBER TO WHICH FUNDS ARE BEING TRANSFERRED INTO (Insert TO account number here.)	
ACCOUNT TYPE (select one) <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> MONEY MARKET	
TRANSFER TO FREQUENCY	
IS THIS A CHANGE TO THE FREQUENCY OF AN EXISTING TRANSFER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Select the appropriate transfer frequency per customer request, and complete all necessary adjacent fields.	
<input type="checkbox"/> WEEKLY (excluding Saturdays and Sundays)	INDICATE A DAY OF THE WEEK (eg. Thurs., Fri., etc.) INDICATE START DATE
<input type="checkbox"/> BI-WEEKLY (excluding Saturdays and Sundays)	INDICATE A DAY OF THE WEEK (eg. Thurs., Fri., etc.) INDICATE START DATE
<input type="checkbox"/> MONTHLY	INDICATE TRANSFER DATE(S) (minimum of 1 transfer; maximum of 4 transfers)
<input type="checkbox"/> 15 <sup>th</sup> AND END OF MONTH	<b>Note:</b> End-of-month transfer can occur on any date from the 28 <sup>th</sup> to the 31 <sup>st</sup> .
ACCOUNT OWNER/AUTHORIZED SIGNER SIGNATURE (Required)	
By providing my signature below, I authorize Santander Bank, N.A. to withdraw funds from the indicated account and apply these funds to the indicated account as noted above and attest that I have read and understand the Important Information provided on the reverse side of this form.	
SIGNATURE OF ACCOUNT OWNER/AUTHORIZED SIGNER _____ DATE _____	
PRINT NAME _____	



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## IMPORTANT INFORMATION

- ▶ Santander Bank, N.A. (the "Bank") must receive authorization at least 14 days prior to the first transfer date. If received less than 14 days prior, the transfer will begin on the next scheduled transaction date.
- ▶ Transfers will be processed on the date and frequency selected within. If the scheduled date falls on a Saturday, Sunday or Bank holiday, the transfer will be processed on the following business day.
- ▶ Cancellation of this authorization by you must be made by written notice and must contain your signature. Cancellations must be received at least 14 days prior to the scheduled transaction date, to allow a reasonable time to act on the cancellation request.
- ▶ Checking accounts can send transfers to many accounts but can only receive transfers from one account.
- ▶ If a donor or recipient account is closed, the Bank will cancel this authorization.
- ▶ There is a limit of six (6) preauthorized transfers per service fee period from savings accounts or money market savings accounts. The Deposit Account Agreement (Personal and Business) states the following regulatory rule for withdrawals from a savings or money market savings account:
  - Federal regulations require the Bank to limit the number of certain types of withdrawals from a customer's savings or money market savings account.
  - The customer may not make more than a maximum of six transfers and withdrawals from a savings or money market savings account to another account, or to a third party such as a merchant, by means of preauthorized or automatic transfer, by telephone, computer or check or by POS purchase during a service fee period. If you repeatedly exceed these limits, we may close your account or convert it to another type of account.

## FOR BANK USE ONLY Bank and Customer Contact Center

- ▶ Provide complete information in the spaces provided, and review all information prior to submitting to ensure all necessary information is included.
- ▶ Disburse the form as follows:
  - Provide a copy of the signed form to the customer.
  - Scan and attach the completed form to a CARE General Service Request.
  - Retain the original form in the branch files.