![Elmira Savings Bank — The People's Bank]

ACH Transfer Authorization Agreement
(Automated Clearing House)

INSTRUCTIONS:
1. Print this form, fill in the transfer amount (your monthly rent) in the appropriate spaces below.
2. Complete the remainder of the form, making sure all of the blanks have been filled in and your printed name and
   signature are provided for all individuals listed on the account.
3. Attach an actual <u>voided</u> (see sample below) check from the account mentioned below.

4. Mail <u>both</u>, this completed form <u>AND</u> the voided check (do not e-mail them), to:
   Matoula & Greg Halkiopoulos

I (We) authorize the scheduled transfer of $ _____ from and to the account listed below,
beginning **08/01/20….**
Last transfer should take place on **03/01/20….**
This scheduled transfer will occur: Monthly, on the 1st day of each month

From:
Financial Institution Name: _____
Financial Institution City: _____State _____Zip _____
Financial Institution Routing Number: _____
Funds will be transferred from: _____
Checking Account Number_____

To:
Elmira Savings Bank   333 East Water Street   Elmira, New York   14901
Routing # **221370399**
Funds will be transferred to the account of: Matoula and Greg Halkiopoulos
Checking Account Number *(Do not write here)*_____

This authorization will remain in effect until and including the date of the last transfer.
Note: Scheduled transfers falling on holidays or weekends will be processed on the prior business day.

Rental House Address _____

Tenant name (print)_____

Tenant Signature_____Date_____

Name of account Holder (print) _____

Account Holder Signature_____Date_____

Landlord Signature_____Date_____