

For office use only:

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School #: \_\_\_\_\_ CR: \_\_\_\_\_

Last Name: \_\_\_\_\_

UAS Account Number(s): \_\_\_\_\_

First Draw Date: \_\_\_\_\_

Online Date/Initials: \_\_\_\_\_

Screen Name: \_\_\_\_\_ Secret Phrase: \_\_\_\_\_

\*Submit original and 1 copy to payment processing. \*

### Common Questions...

*What if I change banks, but want to continue automatic payments?*

Logon to <https://www.uasecho.com> and cancel the existing bank account, then create a new bank account and schedule a new recurring payment. Changes are immediate.

Or

Advise UAS of the last draw date for the current bank. Complete a automatic payment request for the new bank. Submit a new voided check or savings account deposit slip. Allow 30 days for processing.

*Will I continue to receive a paper bill?*

You will not receive a paper bill, however you can view your statements online at

<https://www.uasecho.com>.

**All information will be kept confidential.**

**UNIVERSITY ACCOUNTING SERVICE**  
P.O. Box 932  
Brookfield, WI 53008-0932

[www.UAService.com](http://www.UAService.com)  
1-800-999-6227

**UNIVERSITY ACCOUNTING SERVICE**

# AUTOMATIC PAYMENT PLAN

*A convenient way to make your student loan payments.*



**P.O. Box 932**  
**Brookfield, WI 53008-0932**  
**Telephone: 1-800-999-6227**

# Automatic Payment Plan Authorization Agreement



## PLEASE PRINT

Borrower's Name: \_\_\_\_\_

Borrower's Social Security Number:

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

Lending Institution: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

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

I hereby authorize University Accounting Service as an agent for my lending institution, to initiate debit entries to my bank account listed below. I agree that the amount required to keep my student loan(s) current as disclosed in my promissory note(s), Truth-In-Lending Statement(s), and repayment schedule(s) shall be debited. A debit will occur according to the criteria selected below. This authority will remain in full force and effect until University Accounting Service receives written notification from me of its termination and in such manner as to afford UAS a reasonable opportunity to act on it. I agree that this agreement will terminate if my account should lack sufficient funds for payment or should it be in other than good standing.

I hereby authorize my bank to honor all debits initiated through University Accounting Service.

Name of Bank: \_\_\_\_\_

Account Type:

Check One:  Checking  Savings

Debit my account on the \_\_\_\_\_ day of each month. (between 5 and 25)

Set Amount:  \$\_\_\_\_\_ or  Minimum Due

Bank Account Number: \_\_\_\_\_

ABA Routing Number (9 digits) \_\_\_\_\_

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

Return this form and voided check or savings account deposit slip to:

University Accounting Service  
P.O. Box 932  
Brookfield, WI 53008-0932

## What is the Automatic Payment Plan?

The Automatic Payment Plan is a free service available from University Accounting Service. The service allows UAS to automatically deduct your student loan payments directly from your checking or savings account as an ACH debit.

## What are the benefits?

The Automatic Payment Plan is the most convenient way to make your student loan payments. It



is a service that saves time and it means you can avoid: writing checks • postage • mail delays • late charges.

## How do I enroll in the plan?

- Enroll online at <https://www.uasecho.com>  
OR
- Complete the attached authorization form.
- Make a copy of the authorization form for your records.
- Write the word "VOID" on a blank check or savings account deposit slip. *If you don't have savings account deposit slips, please confirm ABA and Account number information with your bank.*
- Send your authorization form and voided check or savings account deposit slip to the address listed on the authorization form.

**Automatic Payments are only accepted from United States banking institutions.**

In order to enroll in the Automatic Payment Plan your account must be in active repayment status.

## When will the automatic withdrawal start?

UAS will notify you by email whether or not your request for automatic payments has been approved. Continue to make regular payments until you are advised of the activation date.

## When will my bank account be debited and for what amount?

UAS offers you the flexibility to choose a payment date between the 5th and 25th. If it is not a business day, the account will be debited on the next business day.

Set a specific payment amount or the minimum amount due. Account information is available 24 hours a day, 7 days a week through our Interactive Voice Response system. (800-999-6227) or online at <https://www.uasecho.com>.

## How do I cancel this service?

■ Logon to <https://www.uasecho.com> and unschedule the Recurring Payment.

OR

■ Submit your request to cancel in writing. Mail your request to UAS at P.O. Box 932, Brookfield, WI 53008-0932

