

Save time and money with Automatic Payments through the ECSI Automatic Loan Payment (ACH) Plan.

Eliminate the monthly hassle of bill paying with our automatic loan payment service. We'll make your student loan payment by automatically charging it to your checking account. And now this convenience can be yours no matter where you bank!



Educational Computer  
Systems Inc.

*"Serving your data processing needs"*

181 Montour Run Road  
Coraopolis, PA 15108  
412-788-3900

## Here is How it Works:

Each month the money for your loan payment will be transferred from your account to ECSI. The entry for these automatic transactions will be shown on your bank statement.

This method of payment is now being offered by insurance companies, utilities, banks and now ECSI. This is a safe and convenient way of paying your bills.

Why should you sign up for automatic loan payments through the ECSI ACH plan?

1. No postage or envelopes.
2. No penalties for late payments.
3. No monthly check to write.
4. No lost payments.
5. No charge to participate in ACH.
6. Payments are made even when you are away from home.
7. A permanent record of payment. It's on your bank statement.
8. Direct payments (ACH) are more secure and private than check payments.
9. All payments will be for the same amount\*. You always know what and when it will be deducted and can plan your budget.

\* Your payment amount will remain the same and be deducted on the same day as long as you participate in the ACH program.

## Frequently Asked Questions

**Question:** *How will I know my payment has been made?*

**Answer:** You will see an itemized entry on your bank statement that describes the payments you have made through the ACH plan.

**Q.** *How will I know the balance of my student loan if I don't receive a monthly statement?*

**A.** ECSI will send you an annual statement indicating your loan balances.

**Q.** *How do I sign up?*

**A.** Complete the authorization form and attach a voided check from your checking account. Return them to ECSI at the address on the front of this form or with your next payment. If you have any questions, call 412-788-3900.

**Q.** *What happens if I change my bank or want to discontinue participation in the ACH plan?*

**A.** You only need to notify ECSI in writing.

**Q.** *How do I know my loan(s) are paid in full?*

**A.** ECSI will stop debiting your account as soon as the loan is paid in full. Your school will return your original promissory notes.

**Q.** *Why do employers and billing companies ask for a voided check?*

**A.** The company uses the micro-encoded financial institution and account numbers which appear on the bottom of your check to set-up the direct payment properly. These numbers can be difficult for customers to read, so sending a voided check ensures that your payment will be processed properly.

**Q.** *What are my liabilities if I don't have sufficient funds in my account to pay the direct payment on the authorized payment date?*

**A.** Exactly the same as for check payments. Unless you've issued a stop payment on the item or you have revoked your authorization, you are fully obligated to have sufficient funds to cover payments. Returned item fees may be charged by both your financial institution and the biller. In addition, repeated returns of direct payments for insufficient funds may result in the financial institution closing your account, just as with paper checks. And, you may be subject to civil penalties for non-payment of your debts and obligations.

**Q.** *My bills are confidential. With electronic or direct payments, don't I lose that privacy?*

**A.** No. In fact, you will likely have more privacy with direct payments. As many as ten people handle a check from the time it is written until the funds are finally transferred from your financial institution to the payee. The amount of information provided on a check is astounding, including: your name and signature, date the check was written, to whom it was written, the dollar amount, your address, often your Social Security Number and/or driver's license number, your telephone number, the date you opened the account, your bank identification and your account number. With electronic payments, the transaction passes electronically from the originating depository financial institution to the receiving depository institution. In between financial institutions, the information is protected by encryption – an electronic scrambling of data – message authentication codes (MACs), and other security procedures to ensure that your payments are not tampered with or intercepted.

**Instructions - Please complete all 4 steps.**

If you would like to authorize Educational Computer Systems Inc. to deduct your monthly payments by automatic deduction please:

1. Complete the form below. If your account is a joint account both account holders must sign this form.
2. Attach a voided, unsigned check to the form.
3. Return the original form and the voided check to ECSI.
4. Retain a copy of this form for your files.

We will process your account for automatic deduction as soon as possible after we receive your form. The authorization form must reach our office 20 days prior to the next billing date. Therefore, if you receive any additional student loan bills after sending in this form, please call our office before making the payment shown on that bill.

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## ACH Authorization Form

I (we) hereby authorize Educational Computer Systems Inc to initiate debit entries to my (our) account in the entity named below (“institution”), and I (we) authorize the institution to accept and to debit the amount of such entries to my (our) account. Each debit shall be made each month in an amount equal to the withdrawal amount indicated.

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Financial Institution Name (bank, credit union, etc)

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Address

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City

State

Zip

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Transit/ABA No. (first nine digits encoded on your check)

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Account Number

Checking    Savings  
(check one)

\$ \_\_\_\_\_  
Withdrawal Amount

This authorization is to remain in full force and effect until all amounts payable to the school, for my student loan(s) are paid in full or until I revoke the agreement as hereinafter provided. Any revocation shall not be effective until Educational Computer Systems Inc. has received written notification from me of my desire to terminate this agreement in such time and in such manner as to give ECSI a reasonable opportunity to act on it. I understand that I will be notified of any payment changes debited to my account.

Educational Computer Systems Inc. reserves the right to cancel a borrower’s participation at any time.

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Borrower’s Name

Social Security Number

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Account Holder’s Name (please print)

Signature

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Joint Account Holder’s Name (please print)

Signature

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Date of Authorization

Account Holder’s Telephone Number

Please Return To: Educational Computer Systems, Inc.  
181 Montour Run Road  
Coraopolis, PA 15108