

## **Skip-A-Payment Form Checklist**

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Please use this authorization form each time you want to skip your next monthly payment on an eligible TCCU loan.

### **To speed processing of your request, please follow these steps...**

1. Fill out the Skip-A-Payment Form completely
2. Send in your form (with \$35 fee if paying by check) to TCCU for processing by doing either of the following
  - Stop by any TCCU Branch
  - Fax your completed form to 828-255-9347

### **OR**

Mail your completed form to  
Telco Community Credit Union  
Attn: Accounting Department  
712 New Leicester Hwy  
Asheville NC 28806

### **What you can Expect**

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If you mail your completed form to us without faxing it first, you **MUST** allow 2 weeks for postal delivery and TCCU processing.

Form and fee must be received by TCCU ten (10) business days before your loan payment is due.

# TCCU Skip-A-Payment Request Form

Use this authorization form each time you want to skip your next monthly payment on an eligible TCCU loan. You must complete one Skip-A-Payment Request Form per eligible loan.\*

Return completed form (with \$35.00 fee if paying by check) in person to any TCCU Branch or by mail to Telco Community Credit Union Accounting Department, 712 New Leicester Hwy, Asheville, NC 28806.

**Form and fee must be received by TCCU ten (10) Business days before your loan payment is due.**

Legal Name \_\_\_\_\_ Member # (last 4 digits only) \_\_\_\_\_

Email Address \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

## Payment You Wish To Skip

Skip my next monthly payment **on the following loan:**

**Check only one:**  New/Used Auto  New/Used Motorcycle  Recreational Vehicle  
 Personal Loan  Certificate/Share Secured

**Loan #** \_\_\_\_\_ (Three digits found on your account statement)

This request must be received no less than 10 business days prior to the payment you want to skip.

## Processing Fee Options

**I would like to pay the \$35 Processing Fee:**  With my enclosed check for \$35  
 From my TCCU Savings Account Share # \_\_\_\_\_  From my TCCU Checking Account, Share # \_\_\_\_\_

## Signature

ALL PARTIES TO THE ORIGINAL LOAN AGREEMENT, INCLUDING CO-BORROWERS, MUST SIGN BELOW:

**NOTE:** *If you have scheduled or automatic recurring payments on Bill Pay or via ACH, subject to TCCU's prior approval of your eligibility to skip your next monthly payment, you must personally stop the payment for the month selected and reinstate it once the payment has been skipped. Additional missed payments that result from your having failed to reinstate any automatic payments will be viewed as late.*

\_\_\_\_\_  
Borrower's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Borrower's Signature

\_\_\_\_\_  
Date

\*I must be a member in good standing with all of my loans current (less than 15 days past due in the past 12 months) to participate in TCCU's Skip-A-Payment Program. **This program is not available on loans during the first twelve (12) months of the loan agreement.** Loans are limited to one (1) Skip-A-Payment per calendar year and up to a maximum of three (3) per loan term. There is a \$35 service fee to skip each payment on each loan. I may skip one full payment on the following eligible loan types: New and Used Auto, New and Used Motorcycle, Recreational Vehicle, Certificate/Share Secured Loans, Indirect Loans and Personal Loans. Not offered on Visa, Home Equity, Mortgage Loans or Business Loans. Finance charges will continue to accrue on a daily basis at the Annual Percentage Rate set forth in my loan agreement, both during and after the deferral period. This means that this deferral of scheduled payments, and application of resulting fee directly to the outstanding loan balance if that is the method I have chosen, will result in my having to pay higher total Finance Charges and possibly a higher total number of payments, than if I made my payments as originally scheduled. I will, therefore, have to make extra payment(s) after my loan would otherwise have been paid off. In all other respects, the provisions of my original agreement remain in full force and effect. I agree to contact the Credit Union for exact payoff information. I agree that I will resume making scheduled payments beginning with the payment due during the month following the deferral, and will make all scheduled payments due thereafter. I understand that all these payments will be applied first to finance charges and late charges, if any, and then to principal. **Your next monthly payment will include the finance charge from the skipped month.** Monthly premium for Payment Protection will still be added to the loan on the skipped month.

### INTERNAL USE ONLY

Rec'd \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Processed by \_\_\_\_\_

