

Electronic Funds Transfer (EFT)

Authorization Form

Questions or Need Assistance?

Call (909) 738-4000 or email info@bfcalf.org



THE BAPTIST
Foundation
OF CALIFORNIA™

Use this form to establish standing Electronic Funds Transfer (EFT) instructions on your account with the Baptist Foundation of California. **Do NOT use this form to request a specific transaction.**

1. Foundation Account Information

Account number _____ Name of Account _____

2. EFT Authorization for Your Bank Account

You must be an owner of the account at the other financial institution. This option allows you to transfer money both to and from your Foundation account(s). **Be sure the account listed is eligible for EFT.**

Owner(s) Name(s) Exactly as listed on Bank Account _____

Bank Account Type:

Checking

Savings

Transfer Type:

ACH

Wire

Bank Routing Number/ABA Number _____

Checking or Savings Account Number _____

Bank Name _____

3. Signature and Date

By signing below, I/we:

- Certify that I/we have read the Important Electronic Funds Transfer Information included with this form.
- Certify that all information you provided is correct.
- Agree, if you are a trustee or the fiduciary that you are responsible for complying with your legal and fiduciary obligations.
- Authorize the Foundation, upon receiving instructions from you or as otherwise authorized by you, to make payments from you by credit or debit entries to the designated account at the financial institution indicated in the form ("Bank"). You authorize the Bank to process such entries and to credit or debit the designated account at that Bank for such entries. You ratify such instructions and agree that will be liable for any loss, liability, cost, or expense for acting upon all such instructions believed to

- be genuine if we employ reasonable procedures to prevent unauthorized transactions. You agree that this authorization may only be revoked by written notice to us in such time and manner as to afford us and the Bank a reasonable opportunity to act upon it.
- Acknowledge that the Foundation will not be liable for any loss, expense, or cost arising out of your instructions, provided that it institutes reasonable procedures to prevent unauthorized transactions.
- Understand that the Foundation may purge unused EFT instructions from your account(s) on a periodic basis without notice to you.
- Understand that the Foundation may terminate the EFT instructions from your account(s) at any time in its sole discretion

Signature _____

Signature _____

Name of Authorized Signer (please print) _____

Name of Authorized Signer (please print) _____

Date _____

Date _____

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Please Keep for Your Records

Helpful Information:

- EFT can be used to make routine transfers to or from your bank.
- ACH payments are usually received by your checking or savings account by the next business day.
- Wire payments are usually received by your checking or saving accounts the same business day. Wire payments have to be received by 12:00 pm in order for the funds to be transferred the same day.
- Regardless of transfer type, your first distribution may take longer than your future payments so that bank account information can be confirmed.
- The bank routing number used for your checking or savings account may be different from the routing number for ACH payments or the number listed on your checks/account statements. If you are unsure that you have the correct routing number please contact your bank.

Delivery Instructions

Email (preferred): info@bfcalf.org

Mail: The Baptist Foundation of California
3210 E. Guasti Road, Ste. 640
Ontario, CA 91761

Privacy Statement

You understand that the Foundation will disclose information to third parties about your account or the transfers you make:

- (i) Where it is necessary for completing transfers, or
- (ii) In order to verify the existence and condition of your account for a third party, such as a credit bureau or merchant, or
- (iii) In order to comply with a government agency or court order, or
- (iv) If you give the Foundation your written permission.

Fees

There is no fee to use the EFT service to send payments via ach, although your financial institution may charge transaction fees. To send funds via wire, there is a \$12 wire fee and your financial institution may charge additional fees.

Business Days

For purposes of EFTs, the Foundation's business days are Monday through Friday. Bank and New York Stock Exchange holidays are not included.

Stop Payment Procedures

If you have told the Foundation in advance to make regular distributions out of your Foundation account, you can stop any of these payments by calling or writing to the Foundation using the contact information listed above. Your notice must be made in time for the Foundation to receive your request at least three (3) business days or more before the payment is scheduled to be made. If you call, the Foundation may, as an additional measure, require you to put your request in writing and get it to the Foundation within fourteen (14) days after you call.

Liability for Failure to Make Covered Transfers

If the Foundation does not complete a transfer to or from your Foundation account on time or in the correct amount according to Foundation's agreement with you, the Foundation may be liable for your losses or damages.

However, there are some exceptions. The Foundation will not be liable for instance:

- If, through no fault of the Foundation's, you do not have enough money in your Foundation account to make the transfer.
- If the money in your Foundation account is subject to legal process or other claim restricting such transfer.
- If the transfer would exceed your margin availability, if any.
- If the bank account information you provided to the Foundation when you established the EFT service was incorrect or has subsequently become incorrect.
- If circumstances beyond the Foundation's control (such as fire or flood) prevent the transaction, despite reasonable precautions taken by the Foundation.
- If there was a technical malfunction which was known to you at the time you attempted to initiate a transfer or, in the case of a preauthorized transfer, at the time the transfer should have occurred.
- There may be other exceptions stated in our agreement with you.

Important (EFT) Information

Continued



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Error Resolution

In the case of errors or questions about your transfer, you will call or write the Foundation using the contact information listed below, promptly. You will call or write the Foundation if you think your statement is wrong or if you need more information about a transfer on the statement. The Foundation must hear from you no later than sixty (60) days after the Foundation sent the FIRST statement on which the problem or error appeared. You will:

- Tell the Foundation your name and account number.
- Describe the error or the transfer that you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
- Tell the Foundation the dollar amount of the suspected error. If you notify the Foundation orally, the Foundation may require that you send your complaint or question in writing within ten (10) business days. The Foundation will tell you the results of its investigation within ten (10) business days after the Foundation hears from you and will correct any error promptly. If the Foundation needs more time, however, it may take up to forty-five (45) days to investigate your complaint or question. If the Foundation decides to do this, it will credit your account within ten (10) business days for the amount

that you think is in error, so that you will have the use of the money during the time it takes the Foundation to complete its investigation. If the Foundation asks you to put your request or question in writing and it does not receive it within ten (10) business days the Foundation may not credit your account. For questions involving new accounts, we may take up to ninety (90) days to investigate your complaint or question. With respect to new accounts, we may take up to twenty (20) business days to credit your account for the amount you think is in error. The Foundation will inform you of the results of its investigation within three (3) business days of its completion. If the Foundation decides that there was no error, the Foundation will send you a written explanation. You may ask for copies of the documents that the Foundation used in the investigation.

Contact Information

Address: The Baptist Foundation of California
3210 E. Guasti Road, Ste 640
Ontario, CA 91761

Phone: (909) 738-4000