



# Chen-Dele-O Federal Credit Union

114 Main Street - P.O. Box 102  
Franklin, New York 13775-0102  
607-829-3560 Fax 607-829-3561  
www.chendelo.org

## 2019 SUMMER PAYMENT AUTHORIZATION LETTER

### Reply Requested

Dear Borrower:

Summer is almost here! Have you made arrangements for your summer loan payments? Your Summer 2019 payment dates will be July 15, July 30, August 15 and August 30. If you will not be getting a paycheck June 30 or September 15 you will need to make that payment.

As we approach the summer months, we wish to remind our borrowers that loan payments **MUST continue throughout the summer**. If timely payments are not made in the summer, your loan(s) will become delinquent. To avoid this please take a few seconds to complete this form.

If you are not on payroll year round, you must arrange for your summer payments. Here are your options:

1. I am a 12 month employee and my regular payroll will continue through the summer.
2. I will send in a personal check or stop in to make payments by the scheduled dates.
3. I will deposit a lump sum (4 times my regular payment amount) into my Share/Club account late June. The payments will be taken from that account. (If you pay one large payment on the loan itself the next semi-monthly payment is still due.) Please note: If you have any payroll come over during the summer your payment for that pay period may be doubled.

Whichever option you select, please **COMPLETE** the tear-off section at the bottom of this form and **RETURN** it to our office by fax, mail or email. Even if you are going to have this year's summer payments made the same way you have in the past, we still need to hear from you. If you have any questions, please contact Angela or me. Thank you for your prompt attention to this matter.

Sincerely,

Kim L. Hyzer, Loan Officer, khyzer@chendelo.org

From Account # \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ School \_\_\_\_\_

- ( ) I am a 12 month employee so my payroll will continue as usual.
- ( ) I will mail a check or stop in the office to make my payment by the above dates.
- ( ) Please transfer from my \_\_\_\_\_ account the summer 2019 payments on July 15, July 30, August 15 and August 30.

**Please list all loans and amounts that you would like paid from your account through the summer months below.**  
(If you are not sure of your loan numbers and/or amounts please call the office for the information)

Loan Number	Loan Payment Amt.	Loan Number	Loan Payment Amt.
#	\$	#	\$
#	\$	#	\$
#	\$	#	\$

Signature \_\_\_\_\_