



# Automatic Payment — It's easy as 1-2-3!

## STEP 1

Fill out this form completely & accurately

## STEP 2

VOID a check & attach to this form

## STEP 3

Fax this form and your voided check to 1.888.761.0820

OR

Email this form & scan a voided check to: CustomerService@SheffieldFinancial.com

OR

Mail this form & voided check to: Sheffield Financial Customer Service P.O. Box 1704 • Clemmons, NC 27012

Then we'll electronically debit your bank account for your monthly payment, or your minimum payment due if you have a Sheffield Card Loan.

OR  
Set up Automatic Payment yourself at [www.SheffieldFinancial.com/customer\\_section](http://www.SheffieldFinancial.com/customer_section).

Name on Bank Account \_\_\_\_\_

Sheffield Account # \_\_\_\_\_

Name on Loan \_\_\_\_\_

Checking Account     Savings Account

Bank Name \_\_\_\_\_

Bank Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Bank Phone ( ) \_\_\_\_\_ Bank Account # \_\_\_\_\_

Bank Transit Routing # \_\_\_\_\_

(For quickest processing, contact your bank for their electronic [ACH] transit routing and bank account numbers)

If I suspect an error, I will contact my bank.

Your Name \_\_\_\_\_ Regular Payment \$ \_\_\_\_\_  
please print

Daytime Phone ( ) \_\_\_\_\_ Additional to Pay \$ \_\_\_\_\_

Month to Begin Draft \_\_\_\_\_ Total Amount to Pay \$ \_\_\_\_\_

Draft to be done \_\_\_\_\_ days prior to due date (0-9 days)\*

**We must receive this completed form 15 days prior to the initial draft date.**

I (we) hereby authorize Sheffield Financial, a Division of BB&T to initiate debit and credit entries to my (our) account.

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

Note: If all information on the enrollment form is not provided, there may be a delay in processing.  
**If you receive a monthly statement, you will continue to receive one, even though your account is on auto pay.**  
\*A draft from your bank account will be initiated on this day and credit will be given to your Sheffield account.  
However, the payment may take 2 to 3 business days to clear your bank account after your requested draft date.

# Fax to: 1.888.761.0820