

# PRONOTE

## RECURRING DIRECT DEBIT REQUEST

If you would like to have your monthly payments automatically deducted from your checking account, please submit your information using the form below.

Pronote Account # or Quote #: \_\_\_\_\_

Insured Name \_\_\_\_\_

Email \_\_\_\_\_

Bank Account # \_\_\_\_\_

Routing # \_\_\_\_\_

Financial Institution \_\_\_\_\_

<b>JONATHAN DOE</b> P.O. BOX 9999 PH. 713-555-5500 HOUSTON, TX 55555	A BANK OF TEXAS, N.A. HOUSTON, TEXAS 33-3333/3333	3333
PAY TO THE ORDER OF	<b>ATTACH VOIDED CHECK HERE</b>	AMOUNT OF CHECK
PAY IN THE SUM OF		VOID AFTER 180 DAYS
000000000	999999999999	3333
ROUTING #	ACCOUNT #	

## DRAFT INSTRUCTIONS

Number of Loan Payments \_\_\_\_\_

Amount of each monthly Loan Payment is \$\_\_\_\_\_. Pronote will withdraw each payment on the due date.

If the payment happens to fall on a weekend or holiday, Pronote will withdraw that payment on the next business day.

## CANCELLATION OF DIRECT DEBIT:

Pronote must be notified in writing not later than 5 business days before the next due date. Any debit returned dishonored by the bank will be assessed a \$25.00 return debit fee and will result in the Direct Debit payment option being cancelled for this account.

Insured's signature: \_\_\_\_\_ Date \_\_\_\_\_

Please print, complete, and mail this form along with a voided check to 3131 Eastside, Suite 600, Houston, TX 77098 or fax this form along with a voided check to 866.434.2239 (toll free). Pronote must have document and check prior to the withdrawal date.

**Thank you for choosing Pronote for your premium finance needs!**