



## Bill Pay Cancellation Request Form

Keep the following points in mind if you cancel your Bill Pay service:

- Pending payments, including automatic payments, are not paid.
- Any payments that are in process when you cancel your service are paid.
- You no longer have access to your bill history and the ability to send payment inquiries. You should wait until all of your pending payments are processed before you cancel your service. You should print a copy of your bill history information to keep for your records before you cancel your service.
- After you cancel your service, your billers are notified to stop sending electronic versions of your bills. However, it can take a few days for the biller to process the request. Until you begin receiving paper bills again, you should contact the biller directly about your payment amount and due date.

*Note: This does not affect your online banking PCU account, it will remain active.*

I hereby request to have my Bill Pay service cancelled effective immediately.

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

Member Checking Acct # (*begins with 5*): \_\_\_\_\_

**Fax this request to: 580-718-4070**

*Interoffice Use Only: Back Office Staff*

Cancellation Request completed by: \_\_\_\_\_ Date: \_\_\_\_\_