

## BALANCE TRANSFER AUTHORIZATION FORM

To transfer a credit card balance to your Pitney Bowes Employees Federal Credit Union Visa credit card, please print and complete this form. You can mail or fax this form to the mailing address below, email it to [brian.theoret@pbefcu.net](mailto:brian.theoret@pbefcu.net), fax it to **475.445.1991** or return it to our office.

**Pitney Bowes Employees Federal Credit Union**  
**27 Waterview Drive (27-1A)**  
**Shelton, CT 06484**

PLEASE TELL US ABOUT YOURSELF	
PRIMARY CARDHOLDER	VISA CREDIT CARD NUMBER
MEMBER ADDRESS	HOME PHONE
CITY/STATE/ZIP	WORK PHONE
AUTHORIZED SIGNATURE X	DATE

TRANSFER INFORMATION	
<b>1</b> NAME OF CREDITOR	<b>2</b> NAME OF CREDITOR
REMITTANCE ADDRESS	REMITTANCE ADDRESS
CITY/STATE/ZIP	CITY/STATE/ZIP
ACCOUNT NUMBER	ACCOUNT NUMBER
EXACT AMOUNT TO TRANSFER	EXACT AMOUNT TO TRANSFER

**You must provide a copy of your most current statement for the account(s) you are looking to transfer.**

BY SIGNING, I AUTHORIZE THE CREDIT UNION TO PAY ON MY BEHALF EACH BALANCE OR PORTION OF BALANCE I HAVE DESIGNATED, I HAVE READ THE TERMS AND CONDITIONS BELOW. 1.) If transfer information you provide is incomplete, the credit union will not be able to process the transfer request. Transfers will only be sent to recognized creditors or financial institutions and will not be sent to your home or billing address. 2.) Please continue to make your minimum required payment until the requested transfer payment appears on the accounts billing statement. The Credit Union is not responsible for any remaining balance on that account, or any finance or other charges you incur due to delays in transferring a balance. 3.) If you transfer to an account for a transaction you dispute, you may lose some or all of your rights against the other creditor. 4.) While the Credit Union can pay your accounts directly, the credit union cannot close them for you. If you wish to close any of the transfer accounts, you must do so yourself. 5.) In some cases the Credit Union may not be able to process a balance transfer request. Your account must be in good standing with an available balance equal to or greater than the amount of the balance transfer request. 6.) Balance transfer finance charges will be processed the same as a cash advance against my approved Pitney Bowes Employees Federal Credit Union credit card.