



**GEORGETOWN UNIVERSITY**  
**ALUMNI AND STUDENT**  
**FEDERAL CREDIT UNION**  
 www.guasfcu.com

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 Washington, DC 20057  
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## RECURRING QUICKPAY ADJUSTMENT FORM

If you have already registered for a Recurring Quickpay and you would like to adjust the amount transferred each month, you may use this form. If you would like to alter more than one Recurring Quickpay, you must complete separate adjustment forms.

*To process your request, return the completed form to the Credit Union. You may also submit the form via fax at (202) 338-7635 or via email to [quickpay@guasfcu.com](mailto:quickpay@guasfcu.com). Please allow up to 3 business days for processing.*

### GUASFCU MEMBER INFORMATION

An authorized signer on the Credit Union account should complete this section.

#### Credit Union Account Information

**Account Number:**






**Phone Number:**













**Name:**

**E-Mail:**

### RECURRING QUICKPAY REGISTRATION ADJUSTMENT

An authorized signer on the external account should complete this section.

#### External Bank Account Information

**Bank Name:**

**Name on Account:**

#### EXISTING REGISTRATION

- Recurring Transfer – 1<sup>st</sup> of the Month  
 Recurring Transfer – 15<sup>th</sup> of the Month

**Amount:**

\$   ,    .

**Written Amount:** \_\_\_\_\_

#### NEW REGISTRATION

- Recurring Transfer – 1<sup>st</sup> of the Month  
 Recurring Transfer – 15<sup>th</sup> of the Month

**Amount:**

\$   ,    .

**Written Amount:** \_\_\_\_\_

I hereby request and authorize that GUASFCU adjust all future Recurring Quickpay transactions to the amount indicated above. I understand and agree that the adjustment process requires three business days to take effect. I agree to be subject to and liable for all transactions that may occur within the adjustment request period. I further agree to be liable for any and all transactions that are returned unpaid for any reason within the aforementioned period, and understand that a \$25 fee will be charged to my GUASFCU account should such a return occur.

Signature

Date