



CANCELLATION OF AUTOMATIC PAYMENTS

PLEASE READ BEFORE SIGNING

Guardian Savings Bank must receive this completed form more than three (3) business days before your scheduled draft date to ensure adequate time to process prior to ACH pre-processing deadlines.

If your scheduled draft is within the next three (3) business days, Guardian will be unable to honor your cancellation request, and the scheduled payment will still be processed. Please ensure submission prior to this deadline to ensure cancellation.

Cancellation requests are processed within one (1) business day of receipt.*

WHAT THIS REQUEST DOES

- This request will remove your current automatic payment authorization from Guardian's system.
- This form cannot be used to skip, pause, postpone, or cancel only one monthly payment. Please contact our loan servicing department at 888-595-6949 for short-term adjustments.
- If you would like to resume automatic payments in the future, a new authorization form will be required.
- Cancelling automatic payment does not cancel, postpone, or change any payment obligation under your loan.

BORROWER REQUEST

☐ Please cancel automatic payment for the following account number(s):

BORROWER ACKNOWLEDGMENT

By signing below, the borrower(s) request cancellation of the automatic payment authorization associated with the loan(s) identified above. This request is intended to cancel the automatic payment authorization in its entirety and is not a request to pause automatic payments or stop a single payment. The signer(s) certify that they are authorized borrowers on the loan(s) identified above.

If Guardian Savings Bank receives this form within three (3) business days of a scheduled draft date, there will not be sufficient time to stop that payment from processing. In those situations, the scheduled payment will still be submitted and cancellation will apply to future drafts after the request has been processed.

Following cancellation, future loan payments must be made through another available payment method. If automatic payments are desired again in the future, a new Automatic Payment (ACH) Authorization form must be completed and submitted. Automatic payments will not resume until the new request has been established by Guardian Savings Bank.

*****Physical Signature is required for automatic payment cancellation requests. Electronic signatures will not be accepted unless directly authorized and initiated by Guardian.**

Borrower Signature: _____ Date: _____

Co-Borrower Signature: _____ Date: _____

RETURN COMPLETED FORM

Email: customerservice@guardiansavingsbank.com | Fax: 513-741-6255

Mail: Guardian Savings Bank, 2774 Blue Rock Road, Cincinnati, OH 45239

*Forms received after business hours (Monday - Friday 8:30am - 5:00pm EST), weekends, or federal holidays may add an additional business day to processing timelines. Please plan accordingly.