eCorp

Employee Account Setup Change Form

Use this form to add, delete or change account access for an employee. Mail or bring this form to your local branch.

Employee Name:	**Account #1** ☐ Add ☐ Delete ☐ Change	**Account #2** ☐ Add ☐ Delete ☐ Change	**Account #3** ☐ Add ☐ Delete ☐ Change	**Account #4** ☐ Add ☐ Delete ☐ Change	**Account #5** ☐ Add ☐ Delete ☐ Change
Account Number					
Account Type					
Account Nickname					
Display Group					
Account Options					
View Check Images	☐	☐	☐	☐	☐
View Inquiry Detail	☐	☐	☐	☐	☐
View Transactions	☐	☐	☐	☐	☐
Display Account Numbers	☐	☐	☐	☐	☐
View Presentments	☐	☐	☐	☐	☐
ACH Item Search	☐	☐	☐	☐	☐
Transaction View Sequence *(Check one)*					
Date Order	☐	☐	☐	☐	☐
Serial Number Order	☐	☐	☐	☐	☐
Stop Payment Options					
Inquiry	☐	☐	☐	☐	☐
Add	☐	☐	☐	☐	☐
Delete	☐	☐	☐	☐	☐
Fund Transfer Options					
Tax Payment	☐	☐	☐	☐	☐
Internal Transfer In	☐	☐	☐	☐	☐
Internal Transfer Out	☐	☐	☐	☐	☐
ACH Transfer In	☐	☐	☐	☐	☐
ACH Transfer Out	☐	☐	☐	☐	☐
Wire Transfer Out	☐	☐	☐	☐	☐
Regular Loan Payment	☐	☐	☐	☐	☐
Fund Transfer Restrictions					
Transfer Review Threshold ($)					
Daily Transfer Limit ($)					
ACH Review Threshold ($)					
Daily ACH Limit ($)					
Wire Review Threshold ($)					
Daily Wire Limit ($)					
Minimum Account Balance ($)					

Authorized Signature _____ *Print Name* _____

Title _____ *Date* ___/___/___

Union Center
UNION CENTER NATIONAL BANK

Important Stop Payment Information: By submitting an electronic stop payment order, the account holder agrees to abide by the rules and regulations (as outlined in the Uniform Commercial Code or other applicable commercial laws) governing Stop Payment Orders. Placing an electronic stop payment order acts as your signature authorizing the stop payment to be put in place and for the necessary charges to be placed against my account. A stop payment order is effective for 6 months and will expire automatically unless renewed in writing. Sufficient information (check date, check number, whom the check is payable to, etc.) must be given for the stop payment to be put in place. If the stopped check has already cleared your account prior to the stop payment being placed, the stop payment cannot be placed.