## BI-WEEKLY AUTOMATIC PAYMENT AUTHORIZATION INFORMATION PACKET

Dear Borrower,

Enclosed is our Bi-Weekly Automatic Payment Program form authorizing us to automatically debit your bank account every other week for your monthly mortgage payment. If you are interested in this program, please read the following Terms of Service for Bi-Weekly Automatic Payments, then fill out the enclosed authorization form and return it by email to CustomerCare@nafinc.com in PDF format, fax to (800) 880-0639, or return it to our Customer Care Department at:

New American Funding, LLC P.O. Box 170581 Austin, TX 78717-0031

### Terms of Service for Bi-Weekly Automatic Payments

The Bi-Weekly Automatic Payment Program allows you to make one half of your Regular Monthly Payment every other week. If you wish to participate, you will be required to make one full Regular Monthly Payment in advance by the 15<sup>TH</sup> day of the month prior to the month in which your bi-weekly automatic payments will begin. This is necessary to ensure that your account is not assessed a late fee every month in accordance with the Note that stipulates a late charge will be assessed if the full amount of any monthly payment is not received by the 15<sup>TH</sup> calendar day following the due date. Your advance payment can be made in one of the following ways:

- Call us at +1 (800) 893-5304 to make your payment through our automated system with no additional fees.
- Mail your payment by check to the address above with no additional fees;
- Or you can make your payment online with no additional fees by going to newamericanfunding.com/myloan/
- There is no charge for making a payment online, but the site will require you to register.

After you enroll for bi-weekly automatic payments, you will be notified of the date of the first automatic payment. You must continue to make your monthly payments as usual until you receive such notification.

Bi-weekly automatic payments may only be withdrawn from checking or savings accounts. Contact your financial institution for restrictions that may apply to automatic payments from savings accounts.

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#### **Payment Amount**

Each automatic payment will withdraw from your bank account one half of the Regular Monthly Payment that is due the following month as shown on your Mortgage Account Statement, plus any additional principal payments that you have requested on your authorization form. If your loan is escrowed or is an interest only loan, a buydown loan, or an ARM loan and there is a change in the monthly payment, the amount of the automatic payment will be one half of the new Regular Monthly Payment that is shown on your Mortgage Account Statement, plus any additional principal payments that you have requested on your authorization form. Fees will not be withdrawn from your bank account through automatic payments.

#### **Application of Payments To Your Loan**

The first bi-weekly automatic payment that is made in each statement cycle will be treated as a partial loan payment and will be held in a separate account until the second bi-weekly payment is received. As a result, the first bi-weekly payment will not reduce your principal when it is received. Once the second bi-weekly payment is received, the bi-weekly payments will aggregate to one full payment, which will be applied to your loan account at that time. If three automatic payments occur in one month, the third automatic payment will be applied to your loan account as a reduction to the principal balance of your loan.

#### **Additional Principal Payments**

If you wish to make an additional payment to pay down your principal balance, you must make the payment in one of the following ways:

- Make your payment over the phone by calling us at +1 (800) 893-5304 and making your payment with the assistance of a Customer Care representative. The additional principal payment cannot be made using our automated phone system;
- · Mail your payment by check to the address above;
- · Or you can make your payment online by going to www.newamericanfunding.com/myloan/
- There is no charge for making a payment online, but the site will require you to register. NOTE: You may only use this method to make additional principal payments. Do not use it to make a regular payment.

Once you enroll in the bi-weekly automatic payment program, you will no longer be able to make Regular Monthly Payments by phone or through the New American Funding website as these have already been setup according to the selected start date.

#### **Start Date**

In the attached authorization form, you may specify the month and weekday (M-F)that you would like for automatic payments to begin, payments will draft every 14 days from the selected start date. The authorization form must be received in our office by the fifteenth(15th)of the month prior to your requested start month. If the form is received after the fifteenth(15th), the automatic payments will begin the month after your requested start month.

## BI-WEEKLY AUTOMATIC PAYMENT AUTHORIZATION INFORMATION PACKET

#### **Change to Payment Information**

You agree to contact your financial institution to verify that the bank account information in the authorization form is correct. To make any changes to your bank account number or routing number, please submit a new authorization form to the Customer Care Department at the address or fax number above or by logging in to your account online at www.newamericanfunding.com and clicking on the 'Manage My Loan' link. Please indicate the month you want the change to become effective. Please be advised that the change must be received in our office by the fifteenth (15<sup>TH</sup>) of the month prior to that effective date, otherwise it will be applied to automatic payments in the following month. You can obtain a new authorization form by contacting our Customer Care Department.

#### Cancelling the Bi-Weekly Automatic Payments

You may cancel this program by notifying the Customer Care Department at least thirty(30)days prior to the date you would like the cancellation to be effective. You may contact the Customer Care Department at the address or fax number above, or by calling (800)893-5304 or by logging in to your account online at www.newamericanfunding.com and clicking on the 'Manage My Loan' link. If an automatic payment request is not honored by your financial institution, New American Funding will not consider the payment to be made and you may be removed from the biweekly automatic payment program. We may, in our sole discretion, resubmit the automatic payment request for payment by your financial institution. New American Funding, in its sole discretion, reserves the right to remove any loan account from the bi-weekly automatic payment program at any time.

#### **Notice of Transfers**

You have the right to receive notice of all varying transfers.

#### **Automatic Payment Errors**

You have 60 days from the date of the payment to notify New American Funding of any errors related to an automatic payment under this agreement.

#### Liability

New American Funding will not be liable for any exemplary, special, consequential, punitive, indirect, or incidental damages, regardless of whether any claim is based on contract or whether any such damages were foreseeable.

#### **Payment Dates**

If the date on which a payment is scheduled to be debited from your account is a bank holiday, the payment will be debited on the next business day.



# BI-WEEKLY AUTOMATIC PAYMENT AUTHORIZATION FORM

LOAN NUMBER	BORROWER FULL NAME		CO-BORROWER FULL NAME
Enter the information below for the ba	ank account from which	h you would like bi-v	veekly automatic payments to be made:
John Adams	123 1234/1234 Example	ACCOUNT TYPE: (SELECT ONE)	CHECKING ACCOUNT SAVINGS ACCOUNT
Checking Savings Investments Bank New York Nr 12345-0000  FOR	Check	DEPOSITORY ABA / F	ROUTING NUMBER (MUST BE 9 DIGITS)
Routing # Account # Check #		ACCOUNT NUMBER	(DO NOT INCLUDE CHECK NUMBER)
PLEASE DO NOT ATTACH VOIDED CHECK OR DEPOSIT SLIP.			
DEPOSITORY NAME			DEPOSITORY PHONE NUMBER
ADDITIONAL PRINCIPAL *PER EACH DRAFT*  DATE TO START PROGRAM	The additional principal payments will not be credited to your loan account until your full Regular Monthly Payment is credited, which will occur after the second bi-weekly automatic payment has been received each month.		
• •	ne date of the first aut	omatic payment. If	5 <sup>th</sup> of the month prior to the requested this form is returned with incomplete urned to you for correction.
I authorize New American Funding t above. By signing below, I understar			•
SIGNATURE			DATE
NAME (PLEASE PRINT)			