

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](mailto: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 following Terms of Service apply to your use of the Bi-Weekly Automatic Payments program to make payments on your loan to New American Funding.

### General Terms

- 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 regular payments via check or other means until you receive such notification. Automatic payments may only be withdrawn from checking or savings accounts.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. If you do not have a coupon, you may make your payment using one of the methods listed below for an advance payment.
- **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 15th 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 Mortgage Note that stipulates a late charge will be assessed if the full amount of any monthly payment is not received by the 15th 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;
  - Mail your payment by check to New American Funding, LLC., P.O. Box 650076, Dallas, TX 75265-0076;
  - or Make your payment online by going to [newamericanfunding.com/myloan/](http://newamericanfunding.com/myloan/).

There is no charge for any of the above payment options, but making a payment online will require you to register.

- **Do Not Make Regular Payments Online** – If you have enrolled in New American Funding's bi-weekly automatic payment program and your automatic payments have commenced, do not submit your regular payments through New American Funding's website. Any such payments will be understood to be additional payments that should be applied to reduce your principal. As a result, such payments will not be applied to regular payments due on your loan since your automatic payments will be applied as regular payments. If you have submitted a regular monthly payment online in error, please contact us at +1 (800) 893-5304.

- 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.
- 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 will be required to make the payment using another payment method, such as a check. New American Funding may, in its sole discretion, resubmit the automatic payment request for payment by your financial institution.
- If your account becomes delinquent, automatic payments will be suspended until your loan is brought current. Once your loan is brought current, the automatic payments will resume.

### Amount of Payments

- For bi-weekly automatic payments, 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.
- 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.
- For bi-weekly automatic payments, 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.
- Fees will not be withdrawn from your bank account through automatic payments.

### Making Additional Payments to Reduce Loan Principal

- 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 New American Funding, LLC., P.O. Box 650076, Dallas, TX 75265-0076; or
  - Go to [www.newamericanfunding.com/myloan/](http://www.newamericanfunding.com/myloan/) to make a payment online.

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 that is scheduled as part of the monthly or bi-weekly automatic payment program.

### Additional Terms

- **Registering** – In the authorization form, you may specify the month in which you would like for automatic payments to begin. The authorization form must be completed 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.
- **Accurate Bank Account Information** – When you submit your authorization form, you are responsible for ensuring that the bank account information you have provided 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 via one of the contact methods above or by logging into your account online at [www.newamericanfunding.com/myloan/](http://www.newamericanfunding.com/myloan/) and clicking on the “Manager 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 tenth (10th) 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 via one of the contact methods above, or by calling (800) 893-5304.
- **Cancellation** – You may cancel this service by notifying the Customer Care Department at least one week (7 days) prior to the date you would like the cancellation to be effective. You may contact the Customer Care Department via one of the contact methods above, or by calling (800) 893-5304.
- New American Funding, in its sole discretion, reserves the right to remove any loan account from the monthly automatic payment program at any time.
- You have the right to receive notice of all varying transfers.
- 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.
- 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.

**Please Retain For Your Records**

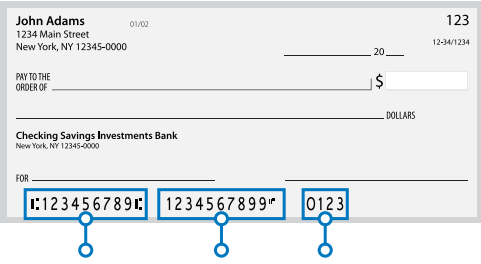
# Bi-Weekly Automatic Payment Authorization

LOAN NUMBER

BORROWER FULL NAME

CO-BORROWER FULL NAME

Enter the information below for the bank account from which you would like bi-weekly automatic payments to be made:



Example  
Check

**ACCOUNT TYPE:  
(SELECT ONE)**

**CHECKING ACCOUNT**  
**SAVINGS ACCOUNT**

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**DEPOSITORY ABA / ROUTING NUMBER (MUST BE 9 DIGITS)**

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**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\*

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.

MONTH TO START PROGRAM

**This form AND the advanced payment must be received in our office by the 15<sup>th</sup> of the month prior to the requested start month. You will be notified of the date of the first automatic payment.** If this form is returned with incomplete information, we will be unable to process your request and the form will be returned to you for correction.

I authorize New American Funding LLC to make authorized electronic fund transfers from my account identified above. By signing below, I understand and agree to the Terms of Service for Bi-Weekly Automatic Payments.

SIGNATURE

DATE

NAME (PLEASE PRINT)