### Monthly Automatic Payment Authorization **Information Packet**

#### Dear Borrower,

Enclosed you will find an authorization form which will allow us to automatically debit your bank account for your monthly mortgage payment. If you are interested in this free service, please read the following Terms of Service for Monthly Automatic Payments, then fill out the enclosed authorization form and return it to our Customer Care Department via one of the following methods:

Email: customercare@nafinc.com Fax: (800) 880-0639

#### Mailing Address:

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

### Terms of Service for Monthly Automatic Payments

The following Terms of Service apply to your use of the Monthly Automatic Payments program to make payments on your loan to New American Funding.

#### **General Terms**

- After you enroll for monthly automatic payments, you will be notified of the date of the first automatic payment. You must continue to make your monthly 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 Automatic payments may only be withdrawn from checking or savings accounts.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 form 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.
- The Monthly Automatic Payments Monthly automatic payments will be made from your bank account in accordance with the selected date you provide. Allowable draft dates can be from the 1st of the month through the 15th. You may request to change this date in the future. If the draft falls on a non-business day, the draft will take effect on the next business day. If the draft date falls on a Monday, you may see the funds pending from your bank on the Friday before.
- 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 170581, Austin, TX, 78717-0031; or
  - Make your payment online by going to 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 monthly 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 payment 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 payment online in error, please contact +1 (800) 893.5304.



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- 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. We may, at our sole discretion, resubmit the automatic payment request for payment by your financial institution.
- If your account becomes delinquent, then the monthly automatic payments will be suspended until your loan is brought current. Once your loan is brought current the monthly automatic payments will resume.

#### **Amount of Payments**

- Each automatic payment will withdraw from your bank account the Regular Monthly Payment amount that is due for that month, as shown on your Mortgage Account Statement.
- 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 the new Regular Monthly Payment amount that is shown on your Mortgage Account Statement.
- 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 assistance
    of Customer Care representative. The additional principal payment cannot be made using our automated phone
    system.
  - Mail your payment check to New American Funding LLC, P.O. Box 170581, Austin, TX 78717-0031; or
  - Make your payment online by going to newamericanfunding.com/myloan/.

There is no charge for any of the above payment options, but making a payment online 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 automatic payment program.

#### **Additional Terms**

- **Registering** In the attached authorization form, you may specify the monthy that you would like automatic payments to begin. The authorization form must be received in our office by the tenth (10th) of the month prior to your requested start month. If the form is received after the tenth (10th), the start date for automatic payments will be delayed one month.
- Accurate Bank Account Information When you submit your form, you are responsible for ensuring that the bank account information you have provided is correct.



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- 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/ 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 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 an authorization form by contacting our Customer Care Department via one of the contact methods above or by calling +1 (800) 893-5304.
- **Servicing Transfer** In the event the servicing of your loan is transferred, your automatic payment information may be transferred to the new mortgage servicer. You'll be notified at least 15 days prior to transfer.
- 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** 



# **Monthly Automatic Payment Authorization**

OAN NUMBER	BORROWER FULL NA	ME	CO-BORROWER FULL NAME	
Enter the information below for the	bank account from whi	ch you would like mo	nthly automatic payments to be made:	
John Adams 1234 Main Street New York, NY 12345-0000  NY 10 THE 06081 05	123 20 12-34/1234 \$ Example	ACCOUNT TYPE: (SELECT ONE)	CHECKING ACCOUNT SAVINGS ACCOUNT	
Checking Savings Investments Bank New York, NY 12345-2000 FOR  1.1234567891. 1234567899 0123	Check	DEPOSITORY ABA / I	ROUTING NUMBER (MUST BE 9 DIGITS)	
Routing # Account # Check	#	ACCOUNT NUMBER	(DO NOT INCLUDE CHECK NUMBER)	
PI	EASE DO NOT ATTACH VO	IDED CHECK OR DEPOS	SIT SLIP.	
DEPOSITORY NAME			DEPOSITORY PHONE NUMBER	
-	principal debited from ye te the additional amount t		n to your regular monthly payment, r each draft.	
MONTH TO START PROGRAM	DAY OF MONTH FOR	PAYMENT DRAFT	ADDITIONAL PRINCIPAL *PER EACH DRAFT*	
This form must be received in our of he date of the first automatic payme		onth prior to the reque	sted start month. You will be notified of	
f this form is returned with incomple o you for correction.	ete information, we will be	e unable to process yo	our request and the form will be returned	
As a convenience to me, I authorize N dentified above. By signing below, I u			electronic fund transfers from my account r Monthly Automatic Payments.	
GIGNATURE			DATE	
NAME (PLEASE PRINT)				