



# ACH - AUTOMATIC PAYMENT PLAN

**Do you want to save time and postage every month? Explore Envoy Mortgage's free Automatic Payment Plan (ACH).**

## HOW DOES THE PROGRAM WORK?

Once you sign up with ACH, we will automatically deduct your mortgage payment from your checking or savings account each month. We will send notification to your bank to transfer the payment on the date you choose in the form below. You will receive information about the transaction each month on your regular bank statement.

## WHAT ARE THE ADVANTAGES?

**Convenience.** You will no longer have to write a check each month for your mortgage payment. No checks. No stamps. No envelopes. No trips to the mailbox. ACH will save you time and money.

**Security.** You'll have peace of mind knowing that your monthly mortgage payment was made automatically and on time. You won't have to worry about forgetting to mail your check.

## ACH IS FREE AND EASY

There is absolutely no charge for our ACH service. We offer it to our customers because it assures prompt and accurate mortgage payments. It is simply more convenient for you and us.

## CAN I STILL MAKE ADDITIONAL PRINCIPAL PAYMENTS OR ESCROW DEPOSITS?

Yes! If you want to make additional payments, either designate below the amount of the additional principal to be withdrawn in addition to your monthly payment, or simply mail a check for the desired amount. Additional escrow can be mailed anytime. Please include your mortgage account number and the words "additional principal" or "escrow deposit" on the face of your check.

## HOW CAN I BEGIN THIS CONVENIENT SERVICE?

It's very simple. Just fill out the authorization agreement and return it to us. Enclose a voided blank check or savings account deposit slip with the authorization agreement. (Simply write "void" across the face of your check or a savings deposit slip from a current savings account.) The authorization agreement and your voided check or savings deposit slip will give us the accurate information we need to begin your ACH service and start saving you time and postage.

We will notify you in writing which month's payment will begin your ACH service. Usually, processing takes about 45 days. However, please continue to make your normal mortgage payments, UNTIL YOU ARE NOTIFIED BY ENVOY MORTGAGE LTD. WITH A CONFIRMATION LETTER.

If you have any questions, please call us toll free at 1-877-754-0545. One of our Customer Service Representatives will be happy to answer your questions or provide you with more information.

Fill out and return the ACH authorization agreement today! You'll have one less thing to worry about month to month.

## CAN I CANCEL THE ACH SERVICE?

The ACH service may be canceled by sending us a written notice 30 days prior to your next due date, to Envoy Mortgage, Ltd., P. O. Box 460469, Houston, TX 77056.

## WHAT HAPPENS IF I CHANGE MY BANK?

If you move your checking or savings account from your current bank to another one, you need to complete a new authorization agreement and mail it to us along with a "voided" blank check or savings account deposit slip, 30 days prior to your next due date. You can request an additional form by calling our Customer Service Department at 1-877-754-0545. When we receive the new form and your "voided" check or savings account deposit slip, please allow 2 to 3 weeks for the change to take place. We will notify you when the ACH service will begin on your new account.

RETAIN UPPER PORTION FOR YOUR RECORDS

### AUTHORIZATION AGREEMENT FOR MONTHLY AUTOMATIC PAYMENT

**MAIL TO: ENVOY MORTGAGE, LTD., PO BOX 460469, HOUSTON, TX 77056 – ATTACH VOIDED CHECK OR SAVINGS DEPOSIT SLIP**

Mortgage Loan Number \_\_\_\_\_

By signing below you are authorizing Envoy Mortgage, Ltd. to automatically debit your account designated below for the amount of your total monthly payment. You understand that the debit amount may vary due to changes in your monthly payment (e.g. fees, escrow change, adjustable rate mortgage). Envoy Mortgage, Ltd. will provide you with written notice at least 10 days prior to any change in the debit amount. Envoy Mortgage, Ltd. is authorized to debit your account until they receive a written letter signed by you 30 days prior to the cancellation or payoff date. Envoy Mortgage, Ltd. can cancel this Agreement at its option if 2 or more bank returns are received in 6 months.

DEPOSITORY INSTITUTION \_\_\_\_\_ DRAFT DATE: \_\_\_\_ 1st / \_\_\_\_ 5th / \_\_\_\_ 10<sup>th</sup>  
NAME \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
ACCOUNT NUMBER: \_\_\_\_\_  
BANK PHONE NO. \_\_\_\_\_ BANK ROUTING NUMBER 

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CHECKING: \_\_\_\_\_ SAVINGS: \_\_\_\_\_

This authorization is to remain in full force and effect until THE LENDER has received written notification from me (us) of its termination in such time and in such manner as to afford THE LENDER a reasonable opportunity to act upon it. THE LENDER may terminate this agreement at any time, with written notice sent to me.

ACCOUNT HOLDER NAME(S) \_\_\_\_\_ PAYMENT AMOUNT \$ \_\_\_\_\_  
ADDITIONAL PRINCIPAL, IF ANY \$ \_\_\_\_\_

DATE \_\_\_\_\_ ACCOUNT HOLDER SIGNED X \_\_\_\_\_ CO-ACCOUNT HOLDER SIGNED X \_\_\_\_\_

DAY PHONE \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_