

# AUTOMATIC DRAFT APPLICATION



ACH is a convenient, easy, and efficient way for you to make your monthly mortgage payment completely free of charge. Please follow the steps within this application to initiate an automatic withdrawal from your bank account on a schedule that works for you!

## The requirements for the plan are as follows:

- ✓ The drafting account must allow Automated Clearing House (ACH) drafting.
- ✓ The current month's contractual installment must be paid.
- ✓ The desired drafting schedule and date(s) must be completed.
- ✓ The initial draft date must be 15 days prior to the next due date.
- ✓ The initial draft date must not fall on a weekend.
- ✓ MUST SIGN APPLICATION (bottom of last page).

## Step 1. Select your desired drafting schedule and corresponding date(s).

- MONTHLY:** By selecting this option, you are indicating you would like your monthly mortgage payment, plus any additional principal (if applicable), to be automatically debited from the below listed account on a monthly basis. In the following spaces, document your initial draft date, then select your desired draft date option:

Initial Draft Date: \_\_\_\_\_ \*Additional funds may be required if the above requirements are not met

Draft my payment on the due date (this form must be received at least 10 days prior to the initial draft date) **OR**

Draft my payment \_\_\_\_\_ days after my due date (you can select 1-14 days)

In the event the monthly payment changes due to increases or decreases in the escrow account or interest rate (if applicable), RoundPoint will notify you in writing before the change occurs and will automatically adjust the debit amount for you. If you need to request a change in writing, it is your responsibility to notify RoundPoint of any changes at least 15 days prior to next draft date.

- BI-WEEKLY:** By selecting this option, you are indicating you would like half of your monthly mortgage payment, plus any additional principal (if applicable), to be automatically debited from the below listed account every 14 days. Select your desired initial draft date:

Initial Draft Date: \_\_\_\_\_ \*Additional funds may be required if the above requirements are not met

- SEMI-MONTHLY:** By selecting this option, you are indicating you would like half of your monthly mortgage payment, plus any additional principal (if applicable), to be automatically debited from the below listed account twice per month. Select your desired draft dates:

Initial Draft Date: \_\_\_\_\_ \*Additional funds may be required if the above requirements are not met

Second Draft Date: \_\_\_\_\_

Based on your selected draft date for any of the above options, the actual date your payment will be deducted from your account may be impacted. For example, if your draft date falls on a holiday or the 31st, the draft may occur on the business day prior based on the month's calendar.

## Step 2. Document any additional amount you would like debited and applied to your principal balance.

This section is optional; completion of this section is not required to process your Automatic Draft Application.

I would like an additional \$ \_\_\_\_\_ debited each month and applied to my principal balance.

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## Step 3. Provide the following drafting information:

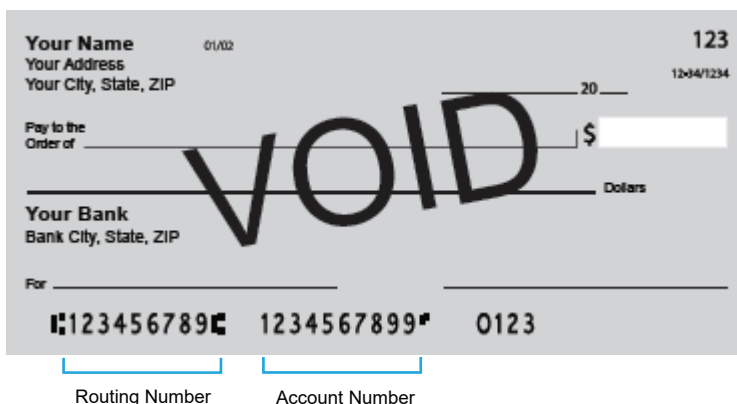
Loan Number: \_\_\_\_\_ Borrower Name: \_\_\_\_\_

Property Address: \_\_\_\_\_  
Street, City, State, and Zip Code

Bank Name: \_\_\_\_\_ Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_ Account Type:  Checking  Savings

## Step 4. Attach the voided check from your bank.



## Step 5. Send the completed form to:

**Email:** ACHSetup@RoundPointMortgage.com

**Fax:** 702.968.9508

**Mailing Address:** RoundPoint Mortgage Servicing LLC  
P.O. Box 19409  
Charlotte, NC 28219-9409

## Step 6. Receive Confirmation

You will receive a confirmation letter of successful enrollment in the ACH program. The confirmation will identify the date of your first scheduled ACH draft payment. We will not be able to process the application if your loan is not current.

## *How does the program work?*

Once you sign up with ACH, your mortgage payment will automatically deduct from your designated checking or savings account each month. RoundPoint will send notification to your bank to transfer the exact amount of the mortgage payment. A record of the transaction will be included each month on your bank statement and your monthly billing statement from RoundPoint.

## *For bi-weekly and semi-monthly selections, how will my payments be applied?*

RoundPoint will collect half-payments every two weeks (bi-weekly) or twice per month (semi-monthly). The funds will accumulate on the account until enough has been received to process a single contractual payment. For bi-weekly ACH, in months where more than two drafts occur within a calendar month, the additional funds will be applied to the principal balance.

## *What if my payment changes?*

If the monthly payment increases or decreases due to changes in the escrow or interest rate (if applicable), you authorize RoundPoint to increase or decrease the withdrawal amounts by half of that amount.

## *Does ACH cost anything?*

There are absolutely no charges to set up or use our ACH service. Please be advised, however, that in the event you do not have sufficient funds in your account to cover the monthly payment amount on the transfer date, your bank may charge you an Overdraft/Insufficient Funds Fee. You should contact your bank to determine if this fee applies and the actual amount incurred. RoundPoint will not be held liable or responsible for the payment of any overdraft charged or other bank fees as a result of an attempted transfer from your account containing insufficient funds. RoundPoint will assess a fee for insufficient funds. Fees vary by state. You will remain liable and responsible for any monthly payments which remain unpaid as a result of an unsuccessful attempted transfer from your account containing insufficient funds.

## *Can I still make additional principal payments or escrow deposits?*

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

## *Can I cancel the ACH payment plan?*

Absolutely. You may cancel the ACH service at any time. Simply call our toll-free number at 877-426-8805 or send in a written notice detailing your request at least 15 days prior to your next due date. The written request can be sent via email to ServicingHelp@RoundPointMortgage.com or via U.S Postal Mail to RoundPoint Mortgage Servicing LLC, 446 Wrenplace Road, Fort Mill, SC 29715.

## *What happens if I change my bank?*

If you change your bank account, you will want to call our toll free number at 877-426-8805 at least 15 days before your next draft date to update the ACH service. You may also submit a new ACH application by email, fax, or mail with a voided blank check from your new account. A confirmation letter will be sent upon the successful update of your automatic draft to reflect requested changes. Please allow 2-3 weeks for the updates to go into effect.

## *Can I sign up for ACH via my online account?*

At this time, you can only sign up for **monthly** ACH in your online account. To do so, follow the below steps:

1. Navigate to [www.roundpointmortgage.com/payments](http://www.roundpointmortgage.com/payments)
2. Scroll to the section titled "Recurring monthly payment (ACH)"
3. Click **Log In to You Are Home™**
4. Enter username and password to log in
5. Select your ACH preferences

## *If you have any additional questions,*

Please call us at 877-426-8805. One of our Customer Service Specialists will be happy to answer your questions. Our offices are open Monday through Friday from 8:00 AM until 9:00 PM and Saturday from 10:00 AM until 3:00 PM Eastern Time.

**By signing below, you acknowledge that the information provided on pages 1 and 2 is correct and you agree to authorize RoundPoint Mortgage Servicing LLC, its successors, and assignees to debit the above-specified account on the cadence and dates outlined on this application.**

\_\_\_\_\_  
Borrower's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Borrower's Signature

\_\_\_\_\_  
Date