

## MONTHLY AUTO DRAFT APPLICATION

Monthly auto draft payments can be made via ACH. ACH is a convenient, easy and efficient way for you to make your monthly mortgage payment. This payment method is completely free of charge. There are three ways you can sign up for ACH.

**Online:** Please visit our website at [www.7mortgageservicing.com](http://www.7mortgageservicing.com) and follow the steps below to get started.

- |                                   |                                      |
|-----------------------------------|--------------------------------------|
| 1. Click Make a Payment           | 3. Click Manage Profile              |
| 2. Enter your account information | 4. Click Recurring Payments to setup |

**By Phone:** You can contact one of our friendly Customer Service Representatives at 800-224-6174. We will be happy to set up ACH drafting for you.

**By Mail:** Please complete the steps below if you would prefer to sign up for monthly auto draft payments via mail.

### 1. Complete and sign this application

- Draft my payment on the due date
- Draft my payment \_\_\_\_ days after my due date. You can select 1-14 days.

Loan Number: _____	Bank Name: _____
Borrower Name: _____	Routing Number: _____
Property Address: _____	Account Number: _____
	Account Type:      • Checking    • Savings

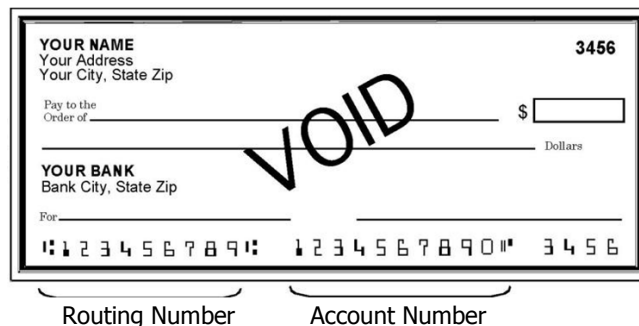
**(Optional)** I would like an additional \$ \_\_\_\_\_ debited each month and applied to my principal balance.

By submitting this application, you authorize 7 Mortgage to debit the account specified above for the amount of your scheduled monthly mortgage payment due plus any additional principal that you may select. In the event that the monthly payment changes due to increases or decreases in the escrow account or interest rate (if applicable), 7 Mortgage will notify you in writing before the change occurs and will automatically adjust the debit amount for you. It is your responsibility to notify RoundPoint of any changes at least 15 days prior to next draft date.

Signature(s): \_\_\_\_\_

*\*\*All bank account holders must sign this application.*

### 2. Attach a voided check or savings account deposit slip from your bank



### 3. Send the completed form to:

**Email:** [ACHSetup@ServicingHome.com](mailto:ACHSetup@ServicingHome.com)  
**Fax Toll Free:** (877) 776-1112  
**Mailing Address:** 7 Mortgage  
 c/o RoundPoint Mortgage Servicing Corporation  
 PO BOX 19210  
 Charlotte, NC 28219-0229

### 4. Receive Confirmation

Upon successful enrollment in the ACH program, you will receive a confirmation letter via mail or email. The confirmation letter will identify the date of the first scheduled ACH draft payment. 7 Mortgage will not be able to process the application if the loan is not current.

## MONTHLY AUTO DRAFT PAYMENT PROGRAM

### **Frequently Asked Questions**

#### **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. 7 Mortgage 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 7 Mortgage. If your payment increases, your ACH draft will automatically increase.

#### **Why should I sign up for the ACH service?**

ACH is free, convenient, secure, and offers peace of mind. You no longer have to write out and send in a check each month for your mortgage payment. No stamps, no envelopes, no worries, no hassle. And you'll have peace of mind knowing your monthly mortgage payment was made automatically, on time, and through a secure method.

#### **Does ACH cost anything?**

There are absolutely no charges to setup 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. We 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. We will also assess an insufficient funds fee, which may vary from \$0-50, in accordance with applicable state and agency guidelines. 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 the 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.

#### **How can I begin this convenient service?**

It's very simple. You can call us at 800-224-6174, go online, or fill out the application and send it in via email, fax, or mail. Please provide a voided blank check or a savings account deposit slip with the application. The application and your voided check or deposit slip gives 7 Mortgage the accurate information needed to begin the ACH service. The confirmation letter identifies the date of the first scheduled ACH draft payment. Please continue to make the normal mortgage payments until you receive your confirmation letter.

#### **Can I cancel the ACH service?**

Absolutely. You may cancel the ACH service at any time. Simply call our toll free number at 800-224-6174 or send in a written notice detailing your request at least 15 days prior to your next due date.

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

If you change your bank, you will want to call our toll free number at 800-224-6174 at least 15 days before your next draft date to update the ACH service.

#### **If you have any additional questions**

Please call us at 800-224-6174. One of our Customer Service Representatives 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.