



## Automatic Payment (ACH) Authorization

We offer a convenient system that automatically debits your payment from your checking or savings account each month. To take advantage of this **FREE** service, simply complete this form and return to: **Drafting Department, PO Box 77421, Ewing, NJ 08628, Fax: (609) 718-1735, or Email to [cenlar@loanadministration.com](mailto:cenlar@loanadministration.com)**. For faster processing, you can sign up for monthly Automatic Payments online at [loanadministration.com](http://loanadministration.com).

I/We hereby authorize my/our lender, its successors, assigns, and subservicers to initiate a debit from my/our checking/savings account listed below for my/our recurring scheduled monthly loan payment. If the required payment changes for any reason, this authorization will be automatically amended to authorize the debit of an amount equal to the new required payment plus any optional additional principal that you indicate below.

Name: \_\_\_\_\_

Loan Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

ABA Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Type (please check one):  Checking  Savings

PAY TO THE ORDER OF: _____		
MEMO _____		
⑆ 1 2 3 4 5 6 7 8 9	⑆ 1 2 3 4 5 6 7 8 9	⑆ 1 2 3 4

**ABA Routing Number**

**Account Number**

**Check Number**

### Draft my payment monthly (please check one):

- |  |  |  |  |  |
|--|--|--|--|--|
| <input type="checkbox"/> On the due date           | <input type="checkbox"/> 1 day following due date  | <input type="checkbox"/> 2 days following due date | <input type="checkbox"/> 3 days following due date | <input type="checkbox"/> 4 days following due date |
| <input type="checkbox"/> 5 days following due date | <input type="checkbox"/> 6 days following due date | <input type="checkbox"/> 7 days following due date | <input type="checkbox"/> 8 days following due date | <input type="checkbox"/> 9 days following due date |

*Bi-weekly loans will always be drafted on the due date regardless of which option is selected.*

You will be notified of the month in which the first transfer will occur, and this notification will serve as a substitute of the photocopy of your authorization form. **Please continue making payments by check or online through the website ([loanadministration.com](http://loanadministration.com)) until you are notified that this authorization has been processed.**

**Optional:** In addition to my/our regular payment, please deduct an additional \$ \_\_\_\_\_ **per debit** and apply to the principal. The authorization to initiate a debit from your account will remain in full force and effect until my/our lender receives written notice from you of its termination at least 15 business days prior to the next scheduled draft date, or in such manner and time frame as to afford my/our lender and its correspondent bank a reasonable opportunity to act upon it. Termination requests can be mailed, faxed, or emailed to: **Drafting Department, PO Box 77421, Ewing, NJ 08628 Fax: (609) 718-1735 Email: [cenlar@loanadministration.com](mailto:cenlar@loanadministration.com)**.

Account Holder  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Joint Account Holder  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have questions regarding this program, please visit [loanadministration.com](http://loanadministration.com) or email [cenlar@loanadministration.com](mailto:cenlar@loanadministration.com).