



314 S. Franklin St  
PO Box 517,  
Titusville, PA 16354  
Toll Free: 800-327-7861  
Fax: 814-286-5089  
[www.bsifinancial.com](http://www.bsifinancial.com)

## AUTOMATIC CLEARING HOUSE APPLICATION

Dear BSI Customer(s):

BSI Financial Services is pleased to offer a free automatic payment option. Your monthly payments can now be automatically drafted from your checking or savings account each month on the date you choose. Proof of payment will appear on your bank statement.

Enclosed for your review is the ACH Application to be completed and returned to our office for processing. The form must be filled out in its entirety to be processed. You may keep a copy for your records.

### **Important Information:**

- \* Please allow up to 45 days for this application process.
- \* Please note that your loan must be current on the day we receive this completed application before the automatic payments can begin, and your account must remain current for the program to continue.
- \* Once your application is approved, you will receive a notification by mail showing when the program will begin.
- \* Please continue making payments until you receive the written confirmation of your first draft date.

We hope you enjoy the convenience of our automatic payment option and thank you for the opportunity to service your loan. If you have any questions, please call us at 1-800-327-7861 during our office hours Monday to Friday 8:00 a.m. to 11:00 p.m. (ET), Saturday 8:00 a.m. to 12:00 p.m. (ET).

Sincerely,

BSI Financial Services

ACH Department

Enclosure: Automatic Clearing House Application

Licensed as Servis One, Inc. dba BSI Financial Services. NMLS #38078

Colorado Office Location: 7200 S. Alton Way, Suite B180, Centennial CO 80112 (303) 309-3839. Licensed as a Debt Collection Agency by the New York City Department of Consumer Affairs, (#2001485-DCA). North Carolina Collection Agency Permit (#105608).

If you have filed a bankruptcy petition and there is an "automatic stay" in effect in your bankruptcy case or you have received a discharge of your personal liability for the obligation identified in this letter, we may not and do not intend to pursue collection of that obligation from you personally. If either of these circumstances apply, this notice is not and should not be construed to be a demand for payment from you personally. Unless the Bankruptcy Court has ordered otherwise, please also note that despite any such bankruptcy filing, whatever rights we hold in the property that secures the obligation remain unimpaired.

**AUTOMATIC CLEARING HOUSE APPLICATION**

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

Date: \_\_\_\_\_

Send completed application and a copy of a voided check or savings deposit slip to:

★ Fax: (814) 286-5089 (Attn: ACH Dept.)

★ Mail: 314 S. Franklin St, Titusville, PA 16354 (Attn: ACH Dept.)

The form below must be filled out in its entirety to be processed. Please attach a voided check to this form. If you are using a savings account, we require a BANK STATEMENT or LETTER from the BANK which should include your name, bank routing and savings account number.

Credit Union Members: to ensure prompt processing of your application, please verify your account number and routing/transit numbers with your credit union. The correct numbers may be different from what is printed on your check.

Customer Information			
Borrower Name(s):	Contact Phone#:	<input type="checkbox"/> Home	<input type="checkbox"/> Work <input type="checkbox"/> Cell
Mailing Address:	City:	State:	Zip code:
Bank Account Information			
Please Select one: <input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account			
Bank Name:		Bank Phone Number:	
Bank ABA Routing Number:		Bank Account Number:	
Automatic Payment Amount			
Current monthly payment \$:			
Additional principal payment (optional) \$:		Additional Escrow payment (optional) \$:	Total of Additional: \$
Automatic Payment Withdrawal Date			
Desired start date: _____ (mm/dd/yy)			
Please Select <b>one</b> of the three draft options below. Details of each of the options are provided in the <b>FAQs</b> provided with this form:			
<input type="checkbox"/> Monthly Drafting (Please select a valid date): _____ (1 <sup>st</sup> to 30 <sup>th</sup> ONLY)			
<input type="checkbox"/> Bi-Weekly Drafting (Day of Week): _____			
<input type="checkbox"/> Weekly Drafting (Day of Week): _____			
To ensure proper drafting, a day of the week (Monday through Friday) will need to be selected for the weekly or bi-weekly options			
<b>IMPORTANT:</b> To ensure no late charges are assessed, you must select a Withdrawal Date PRIOR to the end of your monthly grace period. Generally payments are due on the first day of each month and the withdrawal date may be up to 15 days past your due date based on your grace period. Refer to your promissory note for your specific due date and grace period.			

**Auto Debit Authorization**

I authorize BSI Financial Services, its authorized representatives and service providers ("BSI"), and the above named bank to automatically debit my bank account monthly for the amount of (i) my monthly payment of principal, interest and escrow, which amounts are specifically set forth in my mortgage loan documents, plus (ii) any additional principal or escrow as indicated above. I understand that the payment amount for principal, interest, and escrow may vary from month to month due to changes in escrow requirements or principal and interest payments for adjustable type mortgages, if applicable. BSI is authorized to debit my bank account until BSI has received written or oral notification. Termination requests must be received by BSI three (3) business days prior to the next scheduled monthly debit.

I understand that (i) I must CONTINUE MAKING PAYMENTS until the date that my automatic payments will begin, of which BSI will notify me by mail and which may take up to 45 days, and (ii) my account must be current before the automatic payment will be authorized to begin.

The terms of this Authorization do not modify the terms of my loan. By signing below, I hereby agree to the terms stated above and the FAQs provided with this form, as well as acknowledge receipt of a copy of this Authorization that I may retain I acknowledge that should an electronic transfer under this agreement be returned to BSI for insufficient funds (NSF) I may be charged an NSF processing fee if permitted by applicable law and I will be responsible for making alternate arrangements for the payment to bring my account current and ensure future payments are posted within my grace period. I acknowledge that if I file for protection under the US Bankruptcy Code, this agreement will become null and void. By providing my cell phone number, I am granting BSI express consent to contact me at that number about my Loan and ACH application. My consent allows BSI to use text messaging, artificial or pre-recorded voice messages and automatic dialing technology for informational and account service calls. Message and data rates may apply.

Sign Here:

Borrower

Date

Co-Borrower

Date



## AUTOMATIC CLEARING HOUSE APPLICATION Frequently Asked Questions (FAQs)

### How does the Automatic Clearing House ("ACH") Program work?

Once you sign up with ACH, your mortgage payment will automatically deduct from your designated checking or savings account each month. Your mortgage payment will be drafted from your account on the date of your choice (**or following business day if the date you choose falls on a weekend or holiday**). A record of the transaction will appear as a debit (ACH) each month on your bank statement and your monthly billing statement from BSI.

### What amounts will be withdrawn?

BSI will draft the amount of your current monthly payment, including principal, interest, applicable tax and insurance. By enrolling in this program, you agree and understand that the draft amount may vary due to changes in your escrow payment or principal and interest terms of your mortgage, as applicable.

### What are my withdrawal options?

BSI offers the following options for withdrawal:

**Monthly:** Your monthly mortgage payment will be withdrawn on the same date each month and (12) twelve contractual payments will be applied to your loan each year.

**Bi-Weekly Payments:** This option will draft an installment equal to half of your monthly contractual payment every two weeks. The funds will accumulate on the account until enough has been received to process and apply a single contractual payment. In months where more than two drafts occur within a calendar month, the additional funds will be applied to the principal balance.

**Weekly:** This option will draft an installment equal to one-quarter of your monthly contractual payment every week. The funds will accumulate on the account until enough has been received to process and apply a single contractual payment. In a year's time, 52 withdrawals will be made.

By selecting the **weekly** or **bi-weekly** option, you understand and agree that the withdrawn funds may not be applied to your mortgage immediately but held in a suspense account until sufficient funds have accumulated for a full monthly payment to be applied to the loan. In addition, the additional payment reduces your principal balance owed, enabling you to pay down your loan earlier and save money over the life of the loan.

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

Yes! If you want to make additional payments, you may designate on the application the amount of the principal and or escrow payment to be withdrawn in addition to your monthly payment. **The additional amount withdrawn will remain constant** regardless of any changes to your monthly payment.

### What happens if there isn't enough money in my account to cover this transaction?

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. BSI will also assess an insufficient funds fee plus late charge and 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. If your loan is delinquent, we can cancel automatic payments, and you will have to make your payments directly to us.

### Why do I need to send a voided check or deposit slip with my application?

The application and your voided check or deposit slip gives BSI the accurate information needed to begin the ACH service.

### When will I know when the automatic program is in effect?

You will receive a confirmation letter specifying the date of the first scheduled ACH draft payment. Please continue to make the normal mortgage payments until you receive your confirmation letter.

### How do I terminate the automatic withdrawals or make changes?

If you would like to terminate automatic withdrawals, you must notify us orally or in writing at least three (3) business days prior to the next scheduled draft date at the following address: BSI ACH Dept. 314 S. Franklin St, Titusville, PA 16354 **Or** fax notification to us at 814-286-5089 (send Attn: ACH Dept.) Any changes to your payment instruction, including changes to the payment amount and/or the payment account must be made in writing to the above address. We may change terms or fees or cancel the automatic payment program at any time. If notice is required, we will tell you in writing.

### If you have any additional questions

Please call us at 1- 800-327-7861, Monday through Friday from 8:00 AM until 11:00 PM and Saturday from 8:00 AM until 12:00 PM Eastern Time. One of our Customer Service Representatives will be happy to answer your questions.

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Automatic Mortgage Payment (ACH) Authorization Rev 7/2016