



## Automatic Mortgage Deduction Service

The West Virginia Housing Development Fund (WVHDF) provides the convenience of automatic payment processing for your monthly mortgage payment, free, as a service to you. You can save time and expense by signing up for the automatic payment deduction service! Each month, WVHDF will request an electronic payment for the payment amount from your designated account. All you have to do is enter the deduction in your checkbook.

**How do I sign up?** Complete the form below and return it to WVHDF with a blank check marked VOID. *You will receive written notification from WVHDF when the automatic deduction will begin.*

**Will there be any additional charge for this service?** No. You will not incur any additional charge for this service.

**What if there is not enough money in my account to cover the deduction?** By signing up for the automatic service, you will know that your account will be debited for the payment amount on the authorized date. If an overdraft should occur, it would be treated the same as if you had written a check and a \$15 non-sufficient funds (NSF) fee would be charged to your account.

**How do I discontinue this service?** Notify the Servicing Department of the WVHDF in writing to discontinue this service.

### Authorization Form

Name: \_\_\_\_\_ Last 4 digits of Social Security No: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Daytime) \_\_\_\_\_ WVHDF Acct No: \_\_\_\_\_

Dates available for the automatic draft are the 3<sup>rd</sup> **business day** through the 15<sup>th</sup> of each month. Please indicate the date you authorize the automatic deduction: \_\_\_\_\_

If the draft date falls on a non-business day, the draft will occur the next business day.

If you do not choose a date that your bank account will be drafted, your payment will draft on the 3<sup>rd</sup> business day of each month.

Regular payment amount: \$ \_\_\_\_\_ (as listed on current coupons)

Extra principal: \$ \_\_\_\_\_ (must be whole dollars)

Total authorized payment: \$ \_\_\_\_\_ Month to Begin: \_\_\_\_\_

Name & Address of Financial Institution: \_\_\_\_\_

Checking  Savings

Bank Routing No. \_\_\_\_\_ Bank Account No. \_\_\_\_\_

I hereby authorize the West Virginia Housing Development Fund (WVHDF) to electronically debit my account listed above on a monthly basis to cover my regular scheduled mortgage payment. The information contained herein will be used only for this purpose. This authority will remain in place until I notify WVHDF in writing of my intent to discontinue the service.

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

*Note: You must include a blank check marked VOID.*

Mail or return to: Loan Servicing Department, West Virginia Housing Development Fund  
814 Virginia Street East, Charleston, WV 25301