

# DIRECT DEBIT ENROLLMENT FORM

## (ACH AUTHORIZATION)

Please complete this form to automatically withdraw your monthly mortgage payment from your checking or savings account.

### Your personal information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Loan number: \_\_\_\_\_  
\*E-mail: \_\_\_\_\_  
(\*required)

### Please send signed and completed form to:

PHH Mortgage Services  
Direct Debit Department  
SV-61 P.O. Box 5456  
Mount Laurel, NJ 08054-9526  
Fax: (856) 917-8322

### 1. Payment date

Debit my payment on the \_\_\_\_\_ day of each month.

(Choose any day between the 1<sup>st</sup> and the 15<sup>th</sup>.)

### 2. Your financial institution information

Name \_\_\_\_\_  
Phone number (\_\_\_\_\_) \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ ZIP \_\_\_\_\_

### 3. Please withdraw funds from:

- My checking account/share draft
- My savings account/share savings

Bank routing number

Your account number

(Your bank routing number and account number appear on the bottom left of your check, as indicated to the right)

0123456789 102 02468101 3401  
Routing # Account #

**Please attach your voided check or deposit slip to this form.**

### 4. Additional principal option

- Debit an additional payment of \$\_\_\_\_\_ each month

- Debit a fixed payment of \$\_\_\_\_\_ each month (only applicable to Interest-Only Adjustable Rate Mortgages)

### Are you interested in receiving your bill online? Go Paperless!

- Yes—sign me up for the paperless option.

My e-mail address is: \_\_\_\_\_

### ACKNOWLEDGMENT AND AGREEMENT

You authorize the PHH Mortgage Services and its successors and assigns to initiate debit entries as indicated above. You further authorize your financial institution noted above to debit your account. You agree to pay a returned item charge of up to \$50.00 (as permitted by state law) for each returned item. If a debit is not made, you will promptly remit the total monthly payment plus any fees due. You are aware that the amount of the monthly payment may change from time to time, and that the amount of the monthly debit may change accordingly. We will let you know in advance if your mortgage payment changes.

You agree to continue to send your mortgage payments by mail until you receive notification that the Direct Debit Program (ACH) is in place for your mortgage account.

After Direct Debit has been activated for your account, you will receive a semi-annual statement showing all activity on the mortgage account during the previous six-month period. If you choose to sign up for the Paperless Billing option, you will access your statements online.

The Direct Debit Program (ACH Authorization) may be cancelled by either party with 30 days' advance notice. However, if more than three debit entries are returned unpaid within a 12-month period, the PHH Mortgage Services reserves the right to terminate your Direct Debit enrollment plan immediately without prior notice.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if the account requires a second signature)