



### Enrollment for Electronic Mortgage Payments

University Bank dba Midwest Loan Services, offers a wide range of payment options to meet your needs. We accept payments by personal check, money order, cashier's check, payment by phone (\$15.00 convenience fee-if applicable &/or determined by state), and free payments on our website: [www.midwestloanservices.com](http://www.midwestloanservices.com). The payment options below are automatically deducted from your checking or savings account. Please check the box next to the payment option you would like to enroll in and complete the entire form. Incomplete forms will not be set up. Completed forms can be mailed to P.O. Box 209, Hancock MI 49930, or faxed to (906)487-5869. Please allow 2 business days from receipt for processing. You will receive a confirmation letter once your recurring payment is set up. For questions regarding this form, or if you are interested in filling out and authorizing this form electronically, please contact our customer service department by email at [customerservice@midwestloanservices.com](mailto:customerservice@midwestloanservices.com) or by phone at 1-800-262-6574.

Name: \_\_\_\_\_ Loan#: \_\_\_\_\_

#### Account Information

Name of Financial Institution: \_\_\_\_\_ Routing Number (9 Digit): \_\_\_\_\_

Account Number: \_\_\_\_\_ **Checking** or **Savings** (circle one)

Monthly payment amount \$ \_\_\_\_\_ will be debited according to options selected below.  
(Do not include any extra principal or fees on this line. They will be added as indicated below)

#### Payment Options

(Check the option you wish to enroll in)

☐ **Monthly Automatic Payment Option**

The full monthly payment will be debited on any date between 1<sup>st</sup> and 15<sup>th</sup> of the month. This service is free of charge.

I would like the full monthly automatic payment option to begin in \_\_\_\_\_ on the \_\_\_\_\_ of \_\_\_\_\_  
MONTH DAY YEAR

☐ **Semi Monthly Payment Option (Not available for Maryland Properties)**

½ of the monthly payment will be debited on the 15<sup>th</sup> of the month prior to the month the payment is due and on the 1<sup>st</sup> of the month the payment is due. These funds will be applied as the regular monthly payment on the 1<sup>st</sup> of each month. Your payment must be completed on or before the 1<sup>st</sup> of the month due. The fee for this program is a one-time \$75.00 set up charge, and a \$2.50 maintenance charge per debit. The one-time \$75.00 set up charge will be taken with the first half payment.

I would like the semi-monthly payment option to begin on the 15<sup>th</sup> of \_\_\_\_\_ of \_\_\_\_\_  
MONTH YEAR

☐ **Biweekly Payment Option (Not available for Maryland Properties)**

½ of the monthly payment will be debited at least 2 weeks prior to the due date. This process will be repeated every 14 days. A total of 26 half payments will be debited each year. 24 of the half payments will be used to make the regular payment. Your payment must be completed on or before the 1<sup>st</sup> of the month due. The other two half payments will be applied to the principal balance. The fee for this program is a one-time \$75.00 set up charge, and a \$2.50 maintenance charge per debit. The one-time \$75.00 set up charge will be taken with the first half payment.

I would like the bi-weekly payment option to begin in \_\_\_\_\_ on the 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 of \_\_\_\_\_  
MONTH CIRCLE ONE YEAR

☐ **Principal Payment (Optional)**

In addition to the minimum payment due, you have the option to have us take an additional amount to be applied to the principal balance. This is the amount to be taken PER DEBIT.

Additional principal amount to be taken per debit \$ \_\_\_\_\_

I hereby authorize University Bank dba Midwest Loan Services to initiate debits to the deposit account described above. I understand that the payment amount deducted may vary due to escrow changes, interest adjustments, or fee payments if applicable under our mortgage note. I understand if the funds are insufficient when the ACH debit is presented, the payment will be treated the same as a non-sufficient check (NSF), and I may be assessed a fee (as regulated by Investor or State), and I authorize University Bank dba Midwest Loan Services to make a one-time electronic fund transfer from my account to collect that fee. University Bank dba Midwest Loan Services may re-present my ACH that is returned NSF. I understand if either the ACH debit or credit is dishonored for any reason, I will be responsible for making my loan payment. My loan must remain current to be on a recurring ACH. If my loan becomes delinquent, my recurring ACH will be suspended until my loan is brought current again; at such time the recurring ACH will resume automatically (Accommodation payment plans will be cancelled and will require a new authorization form to be restarted). **Changes or cancellations to the debit must be made at least 5 business days prior to the next scheduled debit date by calling our Customer Service Department at (800)262-6574.**

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

Co Borrower Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please retain a copy of this authorization for your records.

Revision 06/15/2023