

AutoPay is a free service to Volunteer Mortgage Loan Servicing customers. Volunteer Mortgage Loan Servicing (VMLS) will automatically withdraw your mortgage payments from your savings or checking account in your bank or credit union.

### INSTRUCTIONS

Please complete this form and return via mail, fax or email at [custserv@vol servicing.com](mailto:custserv@vol servicing.com).

Mail to: Volunteer Mortgage Loan Servicing  
404 James Robertson Pky  
Suite 1450  
Nashville, TN 37219-1536

Phone:  
844-865-7378  
Fax to:  
615-649-3155

### SECTION 1: CUSTOMER INFORMATION

CUSTOMER'S NAME	HOME PHONE (with area code)
VMLS ACCOUNT NUMBER	CELL PHONE (with area code)

### SECTION 2: AUTOMATIC PAYMENT INFORMATION


I request electronic debits be drafted from the account below once a month on (choose one):

- My due date, beginning on (mm/dd/yy) \_\_\_\_\_
- An alternate date (no later than the 15th of the month), beginning on (mm/dd/yy) \_\_\_\_\_

**Note:** Please continue to make your loan payments using your current method until your AutoPay start date, which you indicated above.

- Yes**, I would like an additional \$ \_\_\_\_\_ electronically withdrawn for each monthly payment, beyond the amount due, to reduce the unpaid principal balance on my VMLS mortgage account.
- No**, I don't want any additional funds withdrawn.

### SECTION 3: BANK ACCOUNT INFORMATION

NAME OF FINANCIAL INSTITUTION		TYPE OF ACCOUNT	<input type="radio"/> Checking	<input type="radio"/> Savings
ADDRESS		BANK ROUTING NUMBER		
CITY		BANK ACCOUNT NUMBER		
STATE	ZIP	 <p><b>Note:</b> You can find both numbers printed at the bottom of your checks. The routing number is the first set of 9 digits. Your account number is the second set of 10-12 digits.</p>		
NAME OF ACCOUNT HOLDER				

### SECTION 4: TERMS AND CONDITIONS

- You can cancel or change automatic payments by calling us at 844-865-7378. Requests for changes or cancellations must be made at least 10 days prior to the payment due date. VMLS may also cancel your electronic debits for any reason, including insufficient funds or bankruptcy. VMLS will provide a copy of the cancellation of electronic debits under this authorization.
- If your automatic payment is returned for any reason, including insufficient funds, VMLS and your bank or credit union may assess a fee. VMLS may, but is not required to, attempt to withdraw the payment 2 times before considering the payment unpaid. If an automatic payment is returned on 2 or more scheduled dates, VMLS may cancel all future electronic debits by giving you notice.
- You must notify VMLS of any error in connection with your electronic debit, or any change in your checking or savings account, or a change in your bank or credit union. If you fail to notify VMLS, you will take all actions needed to correct any error caused by the notification failure. You agree to hold VMLS harmless from any liability or loss, including its reasonable attorney fees associated with any error.

- In accordance with the terms of your VMLS account, the amount due each month may change from time to time. You authorize VMLS to make changes to your payment amount to accommodate any escrow, insurance or optional products to protect its security interest. Unless you are in bankruptcy, VMLS will notify you on your monthly billing statement of the new amount due at least 10 calendar days prior to the due date. VMLS's notice on your monthly billing statement of the amount due will constitute sufficient notice of any change in the amount of the electronic debit.
- If your due date falls on a weekend or a holiday, the automatic payment will be debited from your bank or credit union account on the following business day.
- These terms and conditions are governed by and interpreted in accordance with the laws of the state of Tennessee.

I authorize VMLS to set up my account with automatic payments and to debit my bank or credit union account as directed above.

By signing this form, I understand and accept the terms and conditions associated with this form.

\_\_\_\_\_ DATE

- I confirm I am the authorized bank account holder or the authorized representative for the bank account holder.

VMLS-1