



## 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 transaction for the payment amount from your designated bank 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.

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, a \$25 non-sufficient funds (NSF) fee would be charged to your loan account.

**How do I discontinue this service, change bank account information or change the draft date?** Notify WVHDF in writing of any changes you wish to make to your information. You may also cancel this service by calling 1-800-933-1272.

### Authorization Form

New

Change Existing Information

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 1st through the 15th 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 1st 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 the authorized mortgage payment. The information contained herein will be used only for this purpose. This authority will remain in place until I notify WVHDF of my intent to discontinue the service.

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

Note: ***You must include a blank check marked VOID or a bank document verifying the routing and account numbers.***

Mail or return to: Loan Servicing Department, West Virginia Housing Development Fund  
5710 MacCorkle Avenue, SE, Charleston, WV 25304

Or fax to: 304-391-8750