



## Auto Draft Payment Authorization Instructions

Rushmore Loan Management Services LLC offers two options to enroll in or make changes to your existing Auto Draft Authorization. You can visit [www.rushmorelm.com](http://www.rushmorelm.com), sign into your account and select payment options or complete and return this form by fax to **949-341-2242**, or by mail to **Rushmore, P.O. Box 55004, Irvine, CA 92619-2708, Attn: Customer Service Department**.

Once we receive your completed authorization, please **allow up to 30 days for the Auto Draft to be set up**. If you are currently making your loan payments by mail, online, or by phone, please continue to make your payments until you receive written confirmation that your Auto Draft Loan Payment is in effect. **Requests for cancellations must be made 3 business days in advance of the payment draft date** by contacting our Customer Service Center at 1-888-504-6700. **Requests for changes must be made 10 days in advance of the payment draft date** through [www.rushmorelm.com](http://www.rushmorelm.com) or by contacting our Customer Service Center at 1-888-504-6700.

**Please note:** If your automatic payment is returned from your bank, a non-sufficient funds fee may apply as allowed by law or agreement. If your loan becomes delinquent or there are repeated nonsufficient funds transactions, your Auto Draft may be cancelled.

### How do I locate my bank routing and account number for my Savings or Checking account?

You can find the Bank Routing Number and your Checking Account Number within the string of numbers located at the bottom of one of your checks. Make sure you are using a check and **NOT** a deposit slip, since the numbers may not be the same.

The numbers at the bottom of your check include a 9-digit Bank Routing Number, your Account Number and the Check Number:

**A.B.A Routing Numbers Example**

John Q. Public  
123 Main Street  
Your Town, USA 12345-6789

Date \_\_\_\_\_

Pay to the order of \_\_\_\_\_

\_\_\_\_\_ DOLLARS

Memo \_\_\_\_\_

⑆00006789⑆ ⑆23456789⑆ 010⑆

Routing/Transit Number      Account Number

# Rushmore Auto Draft Authorization Form

**You Can Enroll For Auto Draft Payments Online By Logging Into Your Rushmore Account At [www.rushmorelm.com](http://www.rushmorelm.com) . You may also complete and return this form by fax to 949-341-2242, or by mail to Rushmore, P.O. Box 55004, Irvine, CA 92619-2708, Attn: Customer Service.**

## **Bank Account Information**

Your bank account must be a financial institution which is accessible by the automated payment clearing house (ACH) and must be an account from which you are authorized to withdraw.

\_\_\_\_\_  
Your name as it appears on the bank account

\_\_\_\_\_  
Bank Routing / Transit No. (9 digits)\*

## **Please select the account type and provide the account number below:**

Checking: Account No. \_\_\_\_\_  Savings: Account No. \_\_\_\_\_

Please check the due date box or circle the draft date that you would like to have your monthly payment withdrawn. Please circle only one date. If no date is selected, the draft date will be your due date. The date selected must be prior to your late charge assessment date. If you select an invalid date for a particular month, the draft date will be the last day of the month. For example, if the draft date that you select is the 30th of the month, in a month that only has 28 days, the draft date will be the last day of the month.

Due Date or

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

## **Your Auto Draft Payment Amount**

**Written Authorization: I authorize Rushmore to withdraw from my bank account, until instructed otherwise by phone or in writing, the following amount (select one):**

- Scheduled Monthly Payment
- Additional Monthly Principal Reduction Payment (in addition to the above scheduled monthly payment)\$ \_\_\_\_\_  
(Adjustable Rate Mortgages and Escrowed loans may cause an adjustment in the amount deducted)

## **ACKNOWLEDGEMENT**

The undersigned authorizes the recurring debit by Rushmore on the bank account referenced above. The undersigned agrees to be bound by the National Automated Clearinghouse Association (NACHA) rules and acknowledges that entries may not be initiated that violate applicable laws, and accepts that Rushmore reserves the right to cancel the automatic payment service without notice to the undersigned.

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

Name: \_\_\_\_\_

Loan Number: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Borrowers Signature: \_\_\_\_\_