



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, 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 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.

* If you have a **Bi-Weekly Mortgage Loan**, you must complete this form and submit by fax or mail to enroll in Auto Draft. Unfortunately, Bi-Weekly Mortgage Loan customers may not enroll for Auto Draft payments online.

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 _____ 101

Pay to the order of _____

DOLLARS _____

Memo _____

⑆000067894⑆ ⑆23456789⑆ 0101

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 . 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. _____

To select your payment to be withdrawn on your due date, please check the due date box below. **Bi-Weekly mortgage loans can only select the due date option as the draft date.**

Due Date

To select a different draft date, circle the number of days from your due date that you would like to have your monthly payment withdrawn. The date selected must be prior to your late charge assessment date. If a delay day is not circled, the draft date will be your due date.

Please circle only one number

Example: If your payment is due on the 3rd and you circle 5 days from your due date, your draft date would occur on the 8th.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

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: _____