



Tel: 877-563-4164  
Fax: 877-563-4161  
Email: info@madisonmanagement.net  
Web: www.madisonmanagement.net

Automatic Clearing House debit (ACH) is a convenient, economical and efficient way for you to make your monthly payments. Please follow the instructions below.

**AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)**

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

**CHOICES**

**Plan 12 – Monthly Payments**  
Debit my account on the same day every month...  1st  5th  10th  15th  \_\_\_\_ Other  
If a date is not selected, servicer will select the draft date.  
There is a one-time \$10 setup fee for this service.

**Plan 24 – Semi-Monthly Payments**  
Debit one-half of my monthly payment on the \_\_\_\_\_ and \_\_\_\_\_ (e.g. 1<sup>st</sup>, 3<sup>rd</sup>, 12<sup>th</sup>, 22<sup>nd</sup>) days of each month.  
If the dates are not selected, Servicer will select the 1<sup>st</sup> and 15<sup>th</sup> of the month as the debit days.  
There is a one-time \$10 setup fee for this service, and a \$1 per transaction charge.

**Plan 26 – Biweekly Payments**  
Debit one-half of my monthly payment every other week on (check one):  
 Monday  Tuesday  Wednesday  Thursday  Friday  
If a day is not selected, Servicer will select Friday as the debit day.  
There is a one-time \$10 setup fee for this service, and a \$1 per transaction charge.

**DRAFTING INSTRUCTIONS**

Bank Name: \_\_\_\_\_ Account Type:  Checking  Savings  
Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Start Date: \_\_\_\_\_  
Draft an additional amount of \$\_\_\_\_\_ with each minimum payment, to be applied to my principal balance.

**EASY ENROLLMENT**

Two easy ways to enroll:  
1. Fax this completed and signed enrollment form with a voided check to: 1-877-563-4161  
2. Mail this completed and signed enrollment form with a voided check to:  
Madison Management Services, LLC, ACH Payments, 400 Morris Ave, Ste 222, Denville, NJ 07834

I have read, understand, and agree with the below Electronic Payment Service Agreement, to be kept with my records.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Authorized Signature

## **AUTOMATED CLEARING HOUSE (ACH) PROGRAM**

### **Frequently Asked Questions**

#### **How does the program work?**

Once you sign up with ACH, we will automatically deduct your mortgage payment from your designated checking or savings account each month. We will send notification to your bank to transfer the exact amount of your mortgage payment on your draft date, from your checking or savings account to us. A record of the transaction will be included each month on your bank statement and your monthly billing statement from us.

#### **Why should I sign up for ACH debit?**

Convenience, security, and peace of mind. You no longer have to write a check each month for your mortgage payment – no checks, no stamps, no envelopes, and no trips to the mail box. You'll also have peace of mind knowing that your monthly mortgage payment was made automatically, on time, and through a secure method.

#### **Does ACH cost anything?**

There is a one-time setup fee of \$10 for ACH draft. For bi-weekly and semi-monthly drafts, there is a \$1.00 processing per draft.

#### **Can I still make additional principal payments or escrow deposits?**

Yes! If you want to make additional payments, either designate on the application the amount of the principal payment to be withdrawn in addition to your monthly payment, or simply mail a check for the desired amount the first week of the month. Additional escrow can be mailed anytime. Please include your mortgage account number and the words "additional principal" or "escrow deposit" on the face of your check.

#### **How can I begin this convenient service?**

It's very simple. Just fill out the application and mail or fax it to us. Please enclose a voided blank check or savings acct deposit slip with the authorization agreement. Write "void" across the face of your check or a savings deposit slip from a current savings account. The authorization agreement and your voided check or deposit slip will give us the accurate information we need to begin your ACH service. We will notify you in writing which month's payment will begin your ACH service. Please continue to make your normal mortgage payments until you receive a confirmation letter from Madison Management Services.

#### **Can I cancel the ACH service?**

The ACH service may be canceled at any time by sending us a written notice at least 15 days prior to your next due date. Alternatively, you may cancel the ACH service by calling (877) 563-4164 and speaking to a Specialist at least 3 business days prior to your scheduled payment date.

#### **What happens if I change my bank?**

If you move your checking or savings account from your current bank to another one, you need to complete a new authorization agreement and mail it to us along with a voided blank check or savings account deposit slip at least 15 days before your scheduled draft date. You can request an additional form by calling our Customer Service Department at (877) 563-4164 or by downloading the form at [MadisonManagement.net/HomeownerSupport/forms](http://MadisonManagement.net/HomeownerSupport/forms). Please allow 2 to 3 weeks for the change to take place. We will notify you when the ACH service will begin on your new account.

#### **Do you have any more questions?**

If you have any questions, please call us toll free at (877) 563-4164. One of our Specialists will be happy to answer your questions or provide you with more information.