



VMF Loan #: _____

Dear Customer:

Below are the steps to submit your Biweekly Draft Change Authorization request:

1. Please complete the enclosed "Biweekly Draft Change Authorization" form. Be sure to sign the bottom of the form.
2. If we will be drafting from a checking account, include a "voided" check from the account you want to be drafted. Be sure to write **VOID** on the blank check.
3. If we will be drafting from a savings account, you will need a letter from the bank (*preferably on the bank's letterhead*) and it should include their routing number, your savings account number and your name. Do not send a deposit slip, as it does not contain the required information.
4. If we are drafting from a Credit Union account, you will need a letter from them (*preferably on their letterhead*) and it should include their routing number, type of account, your account number and your name. Do not send a deposit slip or check, as they do not contain the required information.
5. Return the completed Biweekly Draft Change Authorization form and the voided check or letter from the bank or credit union (*whichever is applicable*).
6. Please allow 5-7 business days prior to your payment due date for this draft information to take effect. If you have a computer with Internet access, you may also create a secure online account to view your loan information from our web site: www.vmf.com .
7. If your payment due date falls on a Saturday, Sunday or a Holiday, your account will draft the previous business day. For instance, if your draft date falls on a Saturday, Sunday or there is a Holiday on a Monday, your account will draft the Friday prior to.
8. You will receive a confirmation letter in the mail when your draft request has been processed.

If you have any questions, please contact our Customer Service Department at **1-800-970-7250**. Our office hours are Monday through Thursday, 8:30 A.M. to 8:00 P.M. and Friday, 8:30 A.M. to 5:30 P.M. (Eastern Time).

Sincerely,

Customer Service

"Dedicated to serving our customers!"

BIWEEKLY DRAFT CHANGE AUTHORIZATION

To: **VANDERBILT MORTGAGE AND FINANCE, INC.**
PO BOX 9800
MARYVILLE, TN 37802

1-800-970-7250

You are hereby authorized and requested, but not obligated to, draft my account (*as shown below*) at my bank or other depository financial institution and to charge these electronic withdrawals to my account. These withdrawals are to be made under the National Automated Clearing House Association procedures. The amount of the payments will be as stated on the Retail Installment Contract-Security Agreement or its respective addendum subject to change, as my escrow requirements may change. In the event there are not sufficient funds in said account on any payment due date, you shall not be obligated to, but may charge said account for any overdue payment(s) on any subsequent date. This authorization shall not affect your right to declare the obligation in default if any payment is not made on its due date.

This authority shall continue in full force and effect until you shall receive written notice to the contrary or until my account is paid in full. However, you have the right to cancel this agreement upon written notice to me.

Attach a voided check or letter on bank letterhead with bank account information. Please allow 5-7 business days prior to your payment due date for this draft to take effect on your Vanderbilt Mortgage loan.

- A. Name of Bank: _____
- B. Account number being drafted: _____
- C. Type Account being drafted: Checking Savings
- D. ABA Routing Number: _____
- E. First Payment Draft Date: _____
- F. VMF Loan Number: _____
- G. Account Signature(s): _____

- H. Date: _____

IMPORTANT NOTICE: IF YOU OR YOUR ACCOUNT ARE SUBJECT TO BANKRUPTCY PROCEEDINGS OR IF YOU HAVE RECEIVED A BANKRUPTCY DISCHARGE, THIS COMMUNICATION IS FOR INFORMATION PURPOSES ONLY AND IS NOT AN ATTEMPT TO COLLECT A DEBT.