



PO Box 9800  
Maryville, TN 37802

RETURN SERVICE REQUESTED

September 28, 2016

<Customer's Name>  
<Street Address>  
<City, ST ZIP>

Re: Loan # \_\_\_\_\_

Dear Customer:

Below are the steps to complete the Biweekly Draft Change Authorization:

1. Go to [www.vmf.com](http://www.vmf.com) and create a secure online account to change your biweekly draft bank account information. While online you can go paperless and view your loan information, payment history, monthly statements, 1098 tax forms, etc. or please follow the instructions below.
2. Complete the enclosed "Biweekly Draft Change Authorization" form. Be sure to sign the form.
3. If we will be drafting from a:
  - **Checking Account**, include a blank check from the account you want to be drafted with the word "VOID" written prominently on the face of the check.
  - **Savings Account**, you will need a letter from the bank (*preferably on the bank's letterhead*) with their routing number, your savings account number and your name. Do not send a deposit slip, as it does not contain the required information.
  - **Credit Union**, you will need a letter from them (*preferably on their letterhead*) with 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.
4. Mail the completed Biweekly Draft Change Authorization form with the Voided check or letter from the bank or credit union (*whichever is applicable*) to "ATTN: Customer Service" at the address below.
5. You will receive a confirmation letter when your draft request has been set up.

**Important Note:** 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 previous Friday.

**Please allow 5-7 business days prior to your payment due date for this draft information to take effect.** If you have any questions, please contact our Customer Service Department at **1-800-970-7250** or visit our web site. 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. (ET).

Sincerely,

Customer Service

**The following notices are required by Federal law:** 1. This is an attempt by a debt collector to collect a debt and any information obtained will be used for that purpose. 2. To the extent your original obligation was discharged, or subject to an automatic stay under the bankruptcy code, this statement is for informational purposes only and is not an attempt to collect a debt or impose personal liability for a debt.

**Toll Free: 800.970.7250 • Phone: 865.380.3000 • Fax: 865.380.3750 • www.VMF.com • NMLS # 1561**

# ***BIWEEKLY DRAFT CHANGE AUTHORIZATION***

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

**1-800-970-7250**  
**www.vmf.com**

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 recurring electronic withdrawals to my account. These withdrawals are to be made under the National Automated Clearing House Association procedures. No fee will be charged for using this service. The amount of the payments will be as stated on the consumer credit agreement signed at closing, or on any monthly statements or payment coupons received thereafter (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. Bank Account number being drafted: \_\_\_\_\_
- C. Type Account being drafted:  Checking  Savings
- D. ABA Routing Number: \_\_\_\_\_
- E. First Payment Draft Date: \_\_\_\_\_
- F. Name as it appears on the Account: \_\_\_\_\_
- G. VMF Loan Number: \_\_\_\_\_
- H. Account Holder's Signature: \_\_\_\_\_
- I. Date: \_\_\_\_\_
- J. Additional Amount to Principal Balance: \_\_\_\_\_

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