

# Loan Servicing Center Automated Payment Plan

## How does the Automated Payment Plan work?

By completing the attached application, you will be authorizing regularly scheduled payments to be drafted from your checking or savings account. Your mortgage payment will be drafted from your account on the 4<sup>th</sup> or 15<sup>th</sup> of the month (or following business day if the date you choose falls on a weekend or holiday) or **the last business day of the month**. Each payment drafted will appear as a debit (ACH) on your monthly bank statement.

**\*\*\* Please note that the draft amount may vary due to changes in your monthly payment (i.e. escrow payment, adjustable rate mortgage).**

The authority you give BSI to draft your payment will remain in effect until you notify us in writing to terminate the authorization. If you would like additional money drafted from your account, please fill in the appropriate lines provided on the application. The amount drafted will default to your next payment due amount each time there is a change due to escrow analysis or changes to your adjustable rate.

**\*\*\*\* BSI will notify you in writing of your first automated payment date. You must continue to make your mortgage payment by until that date.**

### Any Questions?

Ph: 800-327-7861

Fax: 814-827-3454

**Please return the following to the address below**

1. Completed application
2. Voided check

### BSI Financial Services

Attn: ACH Dept  
314 S. Franklin St  
PO Box 517  
Titusville, PA 16354

Application

BSI Loan # \_\_\_\_\_

Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Home telephone number \_\_\_\_\_

Employment telephone number \_\_\_\_\_

E-mail address \_\_\_\_\_

**Please select one:** Checking Account \_\_\_\_\_ Savings Account \_\_\_\_\_

**Please select one:** 4<sup>th</sup> \_\_\_\_\_ 15<sup>th</sup> \_\_\_\_\_ **last business day of month** \_\_\_\_\_  
**(late fees will still assess to the account if payment is late)**

Name of Financial Institution \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Routing Number (9 digits only) \_\_\_\_\_

Bank Account Number \_\_\_\_\_

I authorize BSI and the bank named to draft monthly payments directly from my checking or savings account for the amount of my monthly loan payment of \$ \_\_\_\_\_.

**If you would like extra money applied, please specify.**

**Principal** \_\_\_\_\_

**Escrow** \_\_\_\_\_

**Total amount drafted \$** \_\_\_\_\_

**If you would like to terminate this payment plan (ACH, you must notify BSI in writing five (5) business days before your payment due date or payoff date.**

Credit Union Members:

To ensure prompt processing of your application, please verify your account number and routing/transfer numbers with your credit union. The correct numbers may be different than what is printed on your check.

Signature \_\_\_\_\_

Date \_\_\_\_\_