



8950 Cypress Waters Blvd.  
Coppell, TX 75019

**Automatic Payment Program – AutoPay Authorization Form**

**Authorization.** By signing this Automatic Payment Program (“AutoPay”) Authorization Agreement (“AutoPay Agreement”), the undersigned (hereinafter referred to as “I,” “me,” or “my,” whether one or more) hereby authorizes Rushmore Servicing, and their respective successors, assigns, and service providers (hereinafter collectively called the “Servicer”) to initiate automatic, recurring debit entries once per month equal to the required monthly payment amount of principal and interest specified in my loan documents and most recent applicable billing statement (including applicable optional insurance and escrows) and any additional amounts I authorize to be applied as principal or escrow deposits from my checking, savings, or money market account at the financial institution designated below (“designated account”) (such automatic payments referred to as “AutoPay”).

There is no fee to have my monthly loan payments, additional principal payments, or additional escrow deposits debited from my designated account. I acknowledge that the origination of debit transactions (also referred to as “automated clearing house” or “ACH” transactions) to my designated account must comply with the provisions of U.S. law. I acknowledge that the Servicer may disclose information to third parties about my loan account, my designated account, or my AutoPay transfers where it is necessary for completing transfers, to verify the existence or condition of my designated account, to comply with government agency or court orders, or as otherwise required or permitted by applicable law, or if I give my written permission. I acknowledge that this authorization also permits the Servicer to initiate credit entries to my designated account if required to correct any debit entry processing errors.

I acknowledge that I am granting this authorization voluntarily, not as a required condition of my loan, and that I may revoke this authorization by following the instructions below. I understand that this authorization applies only to the loan account referenced below. If I have multiple loan accounts, I must separately authorize AutoPay payments for each loan account.

**Payment Amounts.** This AutoPay authorization is for the loan payments described below and, if selected, for additional loan principal payments and/or escrow deposits, as described below. I understand that my total AutoPay payment amount (including any Optional AutoPay Principal Payments and Optional AutoPay Escrow Deposits designated below) may not exceed \$99,999.00 in any month. My AutoPay payments will begin on the start date identified in my AutoPay confirmation.

**Please check all applicable boxes and fill in all applicable blanks below:**

**Loan Payments:** I elect to have an amount debited from my designated account for the monthly, recurring payments due on the loan account identified below on my monthly loan payment due date or on the date specified below (“AutoPay Payment Date”) (select one)\*:

Monthly Loan Payment Due Date

Or:

1st     5th     10th     15th     20th     25th

Or enter another day of the month when you would like your designated account to be drafted:\*



\*If you select a date other than your monthly loan payment due date, the date you choose must be within your loan payment grace period or your request to set up AutoPay will be denied. Refer to your loan documents and your last billing statement to determine your monthly loan payment due date and applicable grace period. Refer to the timing requirements below for setting up AutoPay to ensure that your first AutoPay Payment Date will not be outside of your grace period.

- Optional Loan Principal Payments:** I elect to have the amount designated below ("Optional AutoPay Principal Payment"), an amount that will be included in my AutoPay Loan Payment Amount (as that term is defined below), debited from my designated account each month. I understand that my Optional AutoPay Principal Payment will be applied as principal, subject to the payment of all past due amounts. I understand that a debit from my designated account for any optional AutoPay Principal Payment may only occur once per month and will occur on the same date as the AutoPay Payment Date.

**Optional Additional Loan Principal Payment Amount:** \$\_\_\_\_\_.

- Optional Additional Escrow Deposits:** If my loan has an escrow account, I elect to have the amount designated below ("Optional AutoPay Escrow Deposit"), an amount that will be included in my AutoPay Loan Payment Amount (as that term is defined below), debited from my designated account each month. I understand that my Optional AutoPay Escrow Deposit will be added to my escrow account. I understand that a debit from my designated account for any Optional AutoPay Escrow Deposit may only occur once per month and will occur on the same date as the AutoPay Payment Date.

**Optional Additional Escrow Deposit Amount:** \$\_\_\_\_\_.

My authorization permits the Servicer to initiate debit entries to my designated account for the monthly payments due on my loan, plus any late, returned payment, and other fees and charges and any applicable optional insurance and/or escrows that may be due on my loan, and any Optional AutoPay Principal Payments or Optional AutoPay Escrow Deposits that I have authorized (collectively called the "AutoPay Loan Payment Amount"), on the AutoPay Payment Date. If I have a variable rate loan, my principal and interest may vary with changes to my interest rate. Additionally, if I have a loan that is escrowed for taxes and/or insurance, my total monthly payment amount may vary with changes to my escrow payments. As a result, I understand that the AutoPay Loan Payment Amount may vary from month to month from the amount that I have identified as my Monthly Loan Payment Amount below. I understand that the Servicer will send me a written notice that reflects my changed payment amount at least 10 days before my next scheduled AutoPay Payment Date. If my AutoPay Payment Date falls on a weekend or bank holiday, the debit will be initiated on the following business day. I understand that my first AutoPay Loan Payment Amount will be the Total Payment amount shown on the AutoPay confirmation that I will receive from the Servicer.

**Revocation or Stop Payment.** The authority granted in this AutoPay Agreement is voluntary and will remain in effect until I notify the Servicer of my desire to cancel or revoke this authorization at least 3 business days prior to the next AutoPay Payment Date or until I receive written notification from the Servicer. I understand that if I revoke my authorization for AutoPay payments, I am revoking my authorization for all AutoPay payment amounts (including any Optional AutoPay Principal Payments and Optional AutoPay Escrow Deposits) for the loan account identified in this AutoPay Agreement. I also have the right to stop payment by notifying the financial institution where I maintain my designated account either verbally, or in writing, at least 3 business days before the next AutoPay Payment Date. I understand that if I stop a payment, I am terminating this AutoPay Agreement and my authorization for such payments hereunder and my AutoPay payments will no longer be debited from my designated account by the Servicer.



**Fees and Charges.** I understand I may be assessed a fee for a payment returned unpaid. If my AutoPay payment is returned unpaid, the Servicer may choose to collect such fee electronically, and if the Servicer chooses to do so, I authorize the Servicer to make a one-time electronic fund transfer from my designated account to collect a fee of up to \$30.00 in accordance with my loan documents.

I also understand I may be assessed a late charge for a missed payment or a payment that is paid after the date it is due (including after any grace period). If my payment is late, the Servicer may choose to collect such late charge electronically, and if the Servicer chooses to do so, I authorize the Servicer to make a one-time electronic fund transfer from my designated account to collect such late charge in accordance with my loan documents.

**Additional Information.** Please allow up to 30 business days for the processing of this AutoPay Agreement and for your authorization hereunder to take effect. Please continue to make your loan payments until you are notified in writing when the first debit entry to your designated account will begin. Once such automatic payments begin, you will receive a monthly account statement showing the amount debited for your loan payment unless there are no transfers in a particular month.

In case of errors or questions about your electronic AutoPay payments, please call us at 877-888-4606. Our hours of operation are Monday through Friday from 7 a.m. to 8 p.m. (CT). We may change the contact information and our hours of operation above at any time. You may also write to us at:

Rushmore Servicing  
Attn: Notice of Error/Information Request  
PO Box 619098  
Dallas, TX 75261

**What I Need to Do to Set Up AutoPay.** Please read and complete the information requested on all pages of this AutoPay Agreement, sign and date this AutoPay Agreement at the bottom, and mail or fax a completed copy of this AutoPay Agreement back to us at the following address/number:

Rushmore Servicing  
Attn: Account Services  
8950 Cypress Waters Blvd.  
Coppell, TX 75019

Please attach a voided check, deposit slip, or ACH instructions from your financial institution to this AutoPay Agreement and ensure that your bank account and routing number are identified on your voided check, deposit slip, or ACH instructions. Also, please note that we cannot accept temporary checks.

**PLEASE KEEP A COPY OF THIS AUTOPAY AGREEMENT AND THE AUTOPAY CONFIRMATION YOU WILL RECEIVE FROM THE SERVICER FOR YOUR RECORDS.**



**All Information Below Must Be Completed**

Loan Account Information

Loan Account Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Monthly Loan Payment Amount: \_\_\_\_\_ (due as of \_\_\_\_\_)\*\*

\*\*If home equity line of credit with no outstanding balance or payments due, fill in "As per line of credit agreement."

Monthly Loan Payment Due Date (day of the month your monthly payment is due): \_\_\_\_\_

Deposit Account Information for AutoPay

Account Type:  Checking  Savings  Money Market

\*\*\*Account Number: \_\_\_\_\_

\*\*\*ABA Routing Number: \_\_\_\_\_

\*\*\*Please locate the numbers on your voided check, deposit slip or ACH instructions and enter them in the requested fields. To avoid delays in processing your AutoPay authorization, please be sure to confirm that the numbers are accurate.

Financial Institution's Name: \_\_\_\_\_

**By signing below, I certify that I am either an account holder or authorized to withdraw funds from the deposit account identified above.**

Required Signatures

Account Holder/Authorized Party's Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Account Holder/Authorized Party's Signature: \_\_\_\_\_

Account Holder/Authorized Party's Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Account Holder/Authorized Party's Signature: \_\_\_\_\_