

# AUTOMATIC DRAFT SET-UP FORM

Wyoming Community Development Authority  
P.O. Box 10100  
Casper, WY 82602  
307-265-5102 or 1-800-273-4635

Dear Borrower:

W.C.D.A. is pleased to offer you - **AUTOMATIC PAYMENT PROCESSING**. You can have your mortgage payment paid automatically from either your checking or savings account.

The **AUTOMATIC PAYMENT PLAN** will help you in several ways:

1. It saves time with fewer checks to write.
2. It helps you meet your commitments in a convenient and timely manner-even if you are on vacation or out of town.
3. It saves postage.

Here is how the Automatic Payment Processing works:

You authorize regularly scheduled payments to be made from your checking/savings account. Then, just sit back and relax. Your Payments will be made automatically on specified days, and proof of payment will appear with your bank statement. The authority you give to charge your account will remain in effect until you notify us to terminate the authorization. **You will receive an escrow analysis each year to notify of your payment change. Your draft is still in place this is just for information purposes only.** If you would like to change the amount of your payments, please contact us.

The **AUTOMATIC PAYMENT PLAN** is dependable, flexible, convenient and easy. To take advantage of this service, complete the attached authorization form and return it to us immediately. Once we have received this form back from you, **we will send you a confirmation notice indicating when the first automatic payment will be drafted from your account.**

If you have any questions concerning this process, please feel free to contact our office.

Thank you.

**WCDA MORTGAGE SERVICING**

**AUTHORIZATION AGREEMENT  
FOR AUTOMATIC PAYMENT (ACH DEBITS)**

I (we) authorize **WYOMING COMMUNITY DEVELOPMENT AUTHORITY** to initiate entries to debit my (our) account described below:

Checking Account No: \_\_\_\_\_ or Savings Account No: \_\_\_\_\_

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

Financial Institution's Routing #: \_\_\_\_\_ (Located Between [ : ] on the bottom left of your check)

This authorization will remain in full force and effect until WCDA has received written notification from the undersigned of its termination. Notification must be received at least 10 days prior to draft date for termination to take effect.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name(s) on account: \_\_\_\_\_

Mailing address: \_\_\_\_\_

	<b><u>FIRST MORTGAGE</u></b>	<b><u>SECOND MORTGAGE</u></b>
Loan Number:	_____	_____
Monthly Payment:	_____	_____
Additional to Principal:	_____	_____
Total monthly draft amount:	_____	_____

Circle one of the following dates for payment to be withdrawn:    1st    5th    10<sup>th</sup>

\*\*\* (Payment amount could vary from year to year due to changes in escrow accounts and/or step rate changes to P&I (if applicable). Please watch your escrow analysis each year that notifies you of these changes. If you have elected to have additional principal applied to your loan, the amount listed above, as additional principal, will stay in place and be added to the total monthly payment. \*\*\*

PLEASE ATTACH COPY OF VOIDED CHECK HERE IF A CHECKING ACCOUNT  
(NOT APPLICABLE FOR SAVINGS ACCOUNTS)  
**NO DEPOSIT SLIPS PLEASE!**

**MAIL FORMS TO:**    **WCDA**    or    **Email: [servicing@wyomingcda.com](mailto:servicing@wyomingcda.com)**  
                          **P.O. BOX 10100**    **Fax: 307-265-0306**  
                          **CASPER, WY 82602**