



BRIAN SANDOVAL

STATE OF NEVADA
DEPARTMENT OF BUSINESS & INDUSTRY
HOUSING DIVISION

1535 Old Hot Springs Road, Suite 50
Carson City, Nevada 89706
Phone: (775) 687-2040 or (800) 227-4960
Fax: (775) 687-4040
www.housing.nv.gov

BRUCE BRESLOW
Director
C.J. MANTHE
Administrator

AUTHORIZATION AGREEMENT FOR RECURRING ACH PAYMENT

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

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

Borrower(s) Name: \_\_\_\_\_

Until further written notice, (I/WE) authorize the State of Nevada Housing Division (NHD) electronically debit (deduct money from) MY/OUR checking/savings account as designated below for MY/OUR monthly mortgage payment. I/WE understand that I/WE must continue to remit monthly payments until written confirmation is received from NHD of the date that the automatic payments will begin. I/WE understand that MY/OUR account must be current in order to begin drafting.

I/WE understand that if there are insufficient funds in MY/OUR account at the time of the draft, I/WE will be charged for insufficient funds and will have to replace these funds with a cashier's check before MY/OUR next draft date or the program will be cancelled. In addition, if I/WE have two insufficient funds checks, the program will be cancelled and I/WE will have to pay by cashier's check for one year.

In the event the scheduled automatic payment due date falls on a weekend or holiday, MY/OUR checking/savings account will be charged on the next business day.

REVIEW ATTACHED ACH AGREEMENT INFORMATION BEFORE COMPLETING INFORMATION BELOW

Bank Name \_\_\_\_\_

Name(s) listed on bank account \_\_\_\_\_

Account Type: (check one) \_\_\_\_\_ Checking \_\_\_\_\_ Savings

My Bank Account Number: \_\_\_\_\_

Bank Transit/ABA Number: \_\_\_\_\_

Day of Month for draft (please check one) 1st \_\_\_\_\_ 5th \_\_\_\_\_ 10th \_\_\_\_\_

Additional Monthly Principal Payment \$ \_\_\_\_\_ (optional)

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

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

Current Phone # \_\_\_\_\_ Email \_\_\_\_\_

All information must be completed & a voided check attached for your request to be processed

Email completed form to: servicing@nhdls.org or fax to: 775-684-8625





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**ACH AGREEMENT INFORMATION**

**MORTGAGE PAYMENTS:** The ACH Agreement represents an electronic funds transfer from a checking/savings account designated by you for the purpose of making your monthly mortgage payment without the use of a check, withdrawal slip or similar instrument. Your authorization is required.

**MONTHLY DRAFTS:** The monthly electronic debit (deduction of money from your account) will occur only on the date you choose on the ACH Agreement. The choices we provide to you are the 1<sup>st</sup>, 5<sup>th</sup> and 10<sup>th</sup> of every month. If the draft date selected falls on a weekend or holiday, your checking/savings account will be charged on the next business day.

**CANCELLATION:** Nevada Housing Division (NHD) or you may cancel this agreement at any time. In the event that you decide to terminate this authorization, you must deliver a written notice to NHD at least 20 days before the date of the next automatic transfer.

**NEVADA HOUSING DIVISION LIABILITIES:** NHD will not be liable for instances, including, but not limited to,

- \*If you do not have sufficient funds in the account to make the transfer which would result in NHD applying an insufficient check against your account;
- \*If the funds are subject to legal encumbrances restricting the funds transfer; or
- \*If circumstances beyond our control prevent the transfer or debit.

**BUSINESS HOURS:** Our business hours are Monday through Friday 8:00 a.m. to 5:00 p.m. Pacific Standard Time. Holidays are not included.

**NOTICES:** In the event that you have any questions or concerns regarding the electronic funds transfer, please contact Nevada Housing Division at 1-800-227-4960 or write us at:

Nevada Housing Division  
Loan Servicing  
1535 Old Hot Springs Rd. #50  
Caron City, NV 89706

