

Complete this form to change your ACH payment on your HUECU mortgage from your HUECU savings or checking account or an outside institution. Once complete, use one of these options to deliver this form to the Credit Union:

- Upload to HUECU using the Document Uploader at huecu.org/upload. (Preferred!)
- Fax to 617.812.8401
- Mail to P.O. Box 382609, Cambridge MA, 02238-22609
- Visit any HUECU Branch

Name (Primary Borrower): _____

Member #: _____ Loan Suffix #: _____

Please complete one of the following if applicable to your mortgage payment:

Change the amount of the automatic payment transfer from my/our HUECU account to conform with the new mortgage payment of \$ _____ (shown on the last page of the analysis).

Increase/ decrease my current ACH debit:

Amount: \$ _____ Institution Name: _____

Account #: _____ Routing #: _____

HARVARD UNIVERSITY EMPLOYEES CREDIT UNION CANNOT MAKE CHANGES TO YOUR PAYROLL DEDUCTIONS - CHANGES NEED TO BE MADE THROUGH YOUR EMPLOYER.

NOTICE OF IMPORTANT INFORMATION REGARDING YOUR ESCROW ANALYSIS

Effective September 1, 2015 your monthly mortgage payment will change. The new payment reflects changes to the amount of Real Estate Taxes we will need to collect in conjunction with the Annual Real Estate Tax Analysis completed by the credit union.

Enclosed you will find your Annual Real Estate Tax Analysis. This analysis is made up of three sections. 1). Your escrow account payment history for the past year (September 2014 – August 2015). 2). A copy of last year's projection (how we calculated the payment for 2014-2015) and. 3) The projected analysis for the coming year effective with your September 2015 payment.

The third piece of this analysis is very important in that it will provide you with your new monthly payment (principal, interest and escrow). This section will also let you know if there will be a shortage or surplus in the account after your August payment is made. This calculation is based on the last real estate tax bill paid by the credit union to your city or town.

If you are currently set up to have your monthly payment automatically transferred from an HUECU account or you have an ACH debit from another institution on file at HUECU we will change and update the payment for September 1, 2015. If you have additional money included for principal in your transfer, you will need to complete, sign and return the attached authorization form. The attached form will authorize HUECU to change the payment amount **only** on the methods mentioned above.

For transfers not initiated through the Credit Union, for example, you have initiated a scheduled monthly transfer using an online banking or you have set up a transfer from another institution, then you will need to make the necessary adjustments for the September 2015 payment. If we do not receive the completed authorization by August 21, 2015 we will **not** be able to make the necessary changes required to satisfy the September payment and you will be responsible to make the payment.

If you have any questions or need help completing the authorization form, or would like to have your mortgage payment set up with an automatic transfer, please do not hesitate to contact the Mortgage Servicing department. Please contact flo_colarossi@harvard.edu (617)495-5331 or sharon_cummings@harvard.edu (617) 495-8999

By signing here I hereby authorize HUECU to make the adjustments needed to comply with the change of the monthly mortgage payment effective September 1, 2015.

Member Signature: _____

Date: _____ (mm/dd/yyyy)