



Automated Clearing House (ACH) Program Application

Thank you for expressing interest in PennyMac's Automatic Clearing House debit (ACH) program. ACH is a convenient, economical and efficient way for you to make your monthly mortgage payment. Please follow the steps within this application to start the automatic withdrawal of your payment.

1 Complete and sign the application

Loan Number _____

Name _____

Property Address _____

Debit my account on the same day every month...

1st 5th 10th 15th

Bank Name _____

Routing Number _____

Account Number _____

See sample check below for locations of these numbers

Account Type Checking Savings

(optional) I would like an additional \$ _____ debited each month and applied to my principal balance.

By submitting this application you authorize PennyMac Loan Services, LLC to debit the account specified above for the amount of your scheduled monthly mortgage payment due. In the event that your monthly payment increases due to increases in your escrow or interest rate (if applicable), you authorize us to increase the withdrawal amount by that amount.

Signature(s) _____

All bank account holders must sign this application

2 Attach a voided check or savings account deposit slip from your bank

Staple Voided Check HERE

YOUR NAME Your Address Your City, State Zip	3456
Pay to the Order of _____	\$ _____
_____ Dollars	
YOUR BANK Bank City, State Zip	
For _____	
⑆ 1 2 3 4 5 6 7 8 9 ⑆	1 2 3 4 5 6 7 8 9 0 ⑆ 3 4 5 6

Bank Routing Number is 9 digits and is between these symbols ⑆

Your account number is 10 or more digits and ends with this symbol ⑆

3 Send us this completed form



Fax Toll Free (866) 577-7205



Mail to PennyMac Loan Services, ACH Signup, P.O. Box 514387, Los Angeles, CA 90051-4387

You will receive a confirmation letter of successful enrollment in the ACH program. The confirmation will identify the date of your first scheduled ACH draft payment. If your loan is not current at the time this application is received, we will not be able to process this application until such time that your loan is brought current.

AUTOMATED CLEARING HOUSE (ACH) PROGRAM

Frequently Asked Questions

How does the program work?

Once you sign up with ACH, we will automatically deduct your mortgage payment from your designated checking or savings account each month. We will send notification to your bank to transfer the exact amount of your mortgage payment on your draft date, from your checking or savings account to us. A record of the transaction will be included each month on your bank statement and your monthly billing statement from us.

Why should I sign up for ACH debit?

Convenience, security, and peace of mind. You no longer have to write a check each month for your mortgage payment – no checks, no stamps, no envelopes, and no trips to the mail box. You'll also have peace of mind knowing that your monthly mortgage payment was made automatically, on time, and through a secure method.

Does ACH cost anything?

There is no charge to setup or use our ACH service.

Can I still make additional principal payments or escrow deposits?

Yes! If you want to make additional payments, either designate on the application the amount of the principal payment to be withdrawn in addition to your monthly payment, or simply mail a check for the desired amount the first week of the month. Additional escrow can be mailed anytime. Please include your mortgage account number and the words "additional principal" or "escrow deposit" on the face of your check.

How can I begin this convenient service?

It's very simple. Just fill out the application and mail or fax it to us. Please enclose a voided blank check or savings acct deposit slip with the authorization agreement. Write "void" across the face of your check or a savings deposit slip from a current savings account. The authorization agreement and your voided check or deposit slip will give us the accurate information we need to begin your ACH service. We will notify you in writing which month's payment will begin your ACH service. Please continue to make your normal mortgage payments until you receive a confirmation letter from PennyMac.

Can I cancel the ACH service?

The ACH service may be canceled at any time by sending us a written notice at least 15 days prior to your next due date. Alternatively, you may cancel the ACH service by calling (866) 545-9070 and speaking to a Loan Specialist at least 3 business days prior to your scheduled payment date.

What happens if I change my bank?

If you move your checking or savings account from your current bank to another one, you need to complete a new authorization agreement and mail it to us along with a voided blank check or savings account deposit slip at least 15 days before your scheduled draft date. You can request an additional form by calling our Customer Service Department at (866) 545-9070 or by downloading the form at PennyMacUSA.com/forms. Please allow 2 to 3 weeks for the change to take place. We will notify you when the ACH service will begin on your new account.

Do you have any more questions?

If you have any questions, please call us toll free at (866) 545-9070. One of our Loan Specialists will be happy to answer your questions or provide you with more information.

