



Instructions For Completing Part A

1. **Client #1 Name:** Print the full name of the client, as it appears on the original loan document. Ensure that the printed name and signature of #1 on PART A is exactly the same as #1 on PART B, and that this is the primary client shown on the loan document.
2. **Client #1 Signature:** Have the client whose name you just printed sign his or her full name here.
3. **Client #2, 3 & 4 Name:** Neatly print the name of the second, third, and fourth (if any) client here. Include all parties to the original loan document. If more than four clients appear on the original loan document, write in the extra name(s) where space permits and make sure that each person signs in the same order as their printed name is listed, and that the same order is used on Part B also.
4. **Client #2, 3 & 4 Signature:** Use for the signature of the second, third, fourth, and any additional party(ies) to the original loan document.
5. **EAP Independent Representative Name:** Neatly print the name of the authorized EAP Independent Representative (no company names) here.
6. **EAP Independent Representative Signature:** The authorized EAP IR signs in this blank.
7. **USMR ID#:** Enter the EAP IR's USMR ID number here. Be sure to make all numbers clear and legible.
8. **Date:** Enter the Month/Day/Year when the Enrollment set is signed by the client. The date entered here should match the date entered on PART B.

Always double check your work, then leave the yellow original with your client.

Our Customer Service toll free number has been provided
at the bottom of PART A for your client's use.



Instructions for completing the DOUBLE DEBIT AUTHORIZATION

1. **Double Total Amount to be Debited:** Please look at the “Total Amount authorized to be debited from my account biweekly” in the Debit Authorization section on the Biweekly Client Enrollment Application. Multiply the total amount to be debited by 2, and enter the total in this blank.
2. **Biweekly Debit Fee:** When taking a double debit, we only charge one Debit Fee. Since the figure on Line #1 includes two Debit Fees, this line is where you subtract one Debit Fee out.
3. **Double Debit Amount:** Subtract Line #2 from Line #1, and enter the difference in this blank. This amount will be debited on the 2nd Debit date as shown on the Client Enrollment Application. (The 1st Debit date will be skipped.)
4. **Client #1 Name and Signature:** Neatly print the name of your primary client as shown on Parts A and B. Please have this person sign as Client #1.
5. **Client #2 Name and Signature:** Neatly print the name of any additional client as shown on Parts A and B, and have this person sign as Client #2. If more than two people are included on the original loan document, neatly print each full name in the signature section where space allows. Have each person sign the Double Debit Authorization form beside their printed name in the signature section.
6. **Date:** This date should be the same as the date on Parts A and B of the Client Enrollment set.
7. **USMR Consultant Name, Signature, and USMR ID #:** Neatly enter the name, signature and USMR ID number of the authorized independent USMR representative (no company names) in the appropriate blanks.

Please double check your work, then leave the yellow original with your client (the pink original is for your files).

To assist your clients, we have provided our toll free Client Customer Service telephone number at the bottom of the Double Debit Authorization.



***Instructions for completing the
DEFERRED PAYMENT AGREEMENT***

1. **Total Enrollment & Application Fees:** Enter the amount you charged your client for the Equity Acceleration Program from Part B of the Client Enrollment set.
2. **Deferred Payment Fee:** Our deferred payment processing fee is already printed on this line. This fee is in addition to the Application Fee shown on Part B and covers administrative billing costs.
3. **Subtotal:** Add the amounts from lines 1 and 2 together.
4. **Down Payment:** Enter the amount of the down payment paid to USMR. The minimum down payment accepted by USMR is \$125.
5. **Deferred Balance Due:** Subtract line #4 from line #3. The remaining amount will be divided into a maximum of three installment payments.
6. **Payment #, Due Date, and Amount Due:**

Here's an example of the difference between the two payment and the three payment options. Both options start with the same figures:

Enrollment Fee	\$395.00
Application Fee	25.00
Deferred Payment Fee	25.00
Less Down Payment	<u>-125.00</u>
Deferred Balance Due	\$320.00

THE THREE PAYMENT OPTION	EXAMPLE								
1. Use a calculator to divide the Deferred Balance Due by 3.	$\$320 \div 3 = \$106.66666\dots$								
2. Round this up to the nearest whole dollar.	Round up to \$107								
3. Payments #1 and #2 will be this whole dollar amount.	Payments 1&2 = \$107ea								
4. Add Payments 1 and 2 together.	$\$107 + \$107 = \$214$								
5. Subtract the total from the original Deferred Balance Due.	$\$320 - \$214 = \$106$								
6. The difference will be Payment # 3.	Payment #3 = \$106								
7. Add together Payments #1, #2, and #3 to confirm that the Deferred Balance Due will be paid in full.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Payment #1</td> <td style="text-align: right; padding: 2px 5px;">\$107</td> </tr> <tr> <td style="padding: 2px 5px;">Payment #2</td> <td style="text-align: right; padding: 2px 5px;">+ \$107</td> </tr> <tr> <td style="padding: 2px 5px;">Payment #3</td> <td style="text-align: right; padding: 2px 5px;"><u>+ \$106</u></td> </tr> <tr> <td style="padding: 2px 5px;">Total</td> <td style="text-align: right; padding: 2px 5px;">= \$320</td> </tr> </table>	Payment #1	\$107	Payment #2	+ \$107	Payment #3	<u>+ \$106</u>	Total	= \$320
Payment #1	\$107								
Payment #2	+ \$107								
Payment #3	<u>+ \$106</u>								
Total	= \$320								



THE TWO PAYMENT OPTION	EXAMPLE						
1. Use a calculator to divide the Deferred Balance Due by 2.	$\$320 \div 2 = \160						
2. Round this up to the nearest whole dollar.	Already whole . . . \$160						
3. Payment #1 will be this whole dollar amount.	Payment #1 = \$160						
4. Subtract Pymt. #1 from the original Deferred Balance Due.	$\$320 - \$160 = \$160$						
5. The difference will be Payment #2.	Payment #2 = \$160						
6. Add together Payments #1 and #2 to confirm that the Deferred Balance Due will be paid in full.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Payment #1</td> <td style="text-align: right;">\$160</td> </tr> <tr> <td>Payment #2</td> <td style="text-align: right;">+ \$160</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">= \$320</td> </tr> </table>	Payment #1	\$160	Payment #2	+ \$160	Total	= \$320
Payment #1	\$160						
Payment #2	+ \$160						
Total	= \$320						

In this example, 2 installments are only \$53 extra per month for 2 months. This means no third payment is needed, so the EAP can start a month earlier. This early start will create extra interest savings for your client, often several hundred dollars!

7. **Payment #1** is whichever installment amount your client selected. Payment #1 is due within 30 days of the enrollment date.
8. **Payment #2** is due within 60 days of the enrollment date. Depending on which option your client selected, Payment #2 will be:
 - A. Either the same as Payment #1, or
 - B. The remainder of the Deferred Balance Due.
9. **Payment #3** is due within 90 days of the enrollment date. Payment #3 will be the remainder of the Deferred Balance Due. This payment will be zero (0) if your client decided to pay off the Deferred Balance Due in two installments.
10. **Loan Payment Due Date:** Enter the DATE of each month (1st, 10th, 15th, etc.) on which your client's loan payments are due to the lender. The grace period cannot be added to the due date when you are completing this line. This date should match the date shown in the "Loan Information" section on Part B of the Client Enrollment set.
- 11A. **Final Deferred Installment Due Date:** Copy this date from the Payment #3 line on the DPA (or from the Payment #2 line if your client selected the two payment option).
- 11B. **Deadline for Receiving Final Installment:** Using the appropriate Debit Calendar, locate in Column A the date closest to, but not before, the final Deferred installment due date.
12. **1st Debit Date:** Copy from Column B on the same row of the Debit Calendar.



13. **2nd Debit Date:** Copy from Column C on the same row of the Debit Calendar.
- 14A. **Column D:** Copy the month and year from column D on the same row of the Debit Calendar.
- 14B. **EAP Start Date (first scheduled EAP payment):** The 1st payment USMR makes to the client's lender will be for the due date during the month and year shown in step 14A.
15. **Client #1 Name and Signature:** Please print your primary client's name as shown on Parts A and B of the Client Enrollment set. Then have this person sign as Client #1.
16. **Client(s) #2 + #3 Name and Signature:** Neatly print the name of any additional client(s) as shown on Parts A and B, and have each client sign beside their printed name. If more than three people are included on the original loan document, neatly print each full name **in the signature section** where space allows. Have each person sign the Deferred Payment Agreement beside their printed name.
17. **Date:** The date here should match the date shown on Parts A and B.
18. **Client Mailing Address:** Print the address where USMR should send the Deferred installment invoices.
19. **USMR Consultant Name, Signature, and USMR ID #:** Neatly enter the name, signature, and USMR ID number of the authorized EAP Independent Representative (no company names) in the appropriate blanks.



Instructions For Completing “Part B”

“CUSTOMER INFORMATION” SECTION - Please Print Clearly and Fill All Blanks

- 1. EAP Independent Representative and USMR ID#:** Neatly print the authorized representative’s name (no company names) and USMR ID number where indicated.
- 2. Federal ID Number and Company Name:** If the loan is in the name of a company rather than a person, please enter the Federal Tax ID number for the company named in the Loan Note. The client accounts require this for the client’s protection, therefore, our computer uses it as the file access number when you call with any questions. Please double check this number for accuracy. Then enter the company name. If there are no individuals named in the Loan Note, leave the client fields on lines 3, 4, and 5 blank.
- 3. Client #1 Social Security Number, Honorific, and Name:** The first client listed should always be the primary client shown on the loan document. Enter the social security number for client #1. The client accounts require this for the client’s protection, therefore, our computer uses it as the file access number when the client calls with any questions. Please double check this number for accuracy. Circle the appropriate honorific (Mr., Mrs., etc.). Neatly print the client’s full name (first, middle initial, and last) **as it appears on their loan document**, even if the client now uses a different name (i.e., married, etc.).
- 4. Client #2:** If there is more than one client, enter the second person’s social security number, honorific, and full name (first, middle initial, last) **as it appears on their loan document**.
- 5. Full Name of Each Additional Client Listed on Original Loan Documents:** If there are more than two clients, enter each additional person’s full name **as it appears on their loan document**, on line #5. Include on the Enrollment set each person who is shown on the loan document. Make sure that each person signs the bottom of Part B with their full name **as it appears on their loan document**, in the same order as their printed name is listed.
- 6. Is English the Primary Language Spoken by Client(s)?:** If your client speaks limited or no English, mark “No”, otherwise, mark “YES”. Although not required, it’s often helpful to know what language(s) your client speaks, so please write this information beside where you marked “No.”

Home Phone: Neatly print the client’s home telephone number, including area code.

Work Phone: Enter the daytime phone number including the area code and, if needed, the extension number and the person to be contacted.

- 7. Mailing Address:** Please print the client’s address, including city, state and zip code, to which all correspondence should be sent.



8. **Property Address:** Enter the street address if the program is for a real estate loan. If same as mailing address, write "SAME AS ABOVE." For other types of loans (boat, equipment, student, etc.), write N/A.

"EAP INFORMATION" SECTION

9. **Enrollment Fee:** Enter the amount you are charging your client to enroll on the program.

Application Fee: USMR's \$25 Application fee (for account setup) is already printed on this line.

Total Paid: This total sale amount can never be left blank, as the contract is the client's receipt for the program.

Estimated Interest Savings: Copy this figure from your loan analysis printout after verifying that the first two sections of the loan analysis match the information in the client's loan documents. Be sure to attach a copy of the analysis to the client's Enrollment set. The Estimated Interest Savings is the difference between what your clients would have paid in lender interest charges under their former payment method, and the **reduced** amount of interest they will pay to their lender through the Equity Acceleration Program. The Enrollment and Debit Fees will affect the Interest Savings.

1st EAP Debit Date: Requested date (Month/Day/Year) for the first biweekly debit from the client's checking account. Follow the instructions outlined with the Debit Calendar (Section 3 of the Client Presentation manual) to select the proper date. (This date is required even if you are using a Double Debit Authorization Form.)

2nd EAP Debit Date: The requested date of the second debit will be 14 days after the first debit. Please use the appropriate Debit Calendar to verify this date.

1st EAP Payment Date: Requested date of the first loan payment USMR will issue on behalf of the client.

"DEBIT AUTHORIZATION" SECTION

10. **Full Names of All Checking Account Holders:** If your EAP client is an authorized signer on the checking account ***in the name shown in the Customer Information section***, you may leave this field blank, but it is better to complete all blanks on the forms to avoid any possible delays. Print the name of each person who is authorized to sign checks on the checking account which is to be debited, especially if two signatures are required on the checking account (i.e., if the check is imprinted for Fred and MaryJayne Smith). In this case, neatly print both names into the space provided.

If the client's name on the checking account statement does not match their name appearing on the loan documents (which was used in the Customer Information section on the contract), complete this field with the name as shown on the designated checking account. **Also include a letter signed in both ways by the client for USMR's records,**



stating that “**Married Name** (i.e., *MaryJayne Smith*) is one and the same as **Maiden Name** (i.e., *MaryJayne Anderson*).”

Routing Number: Enter the bank’s ABA routing number of the checking account to be debited. It is usually the first 9 numbers at the bottom of the check. (Do not use a deposit slip as the routing number may be different.) Typical check markings have been included on this line of Part B to help you locate the Routing and Checking Account numbers on the check.

Checking Account Number: Enter the checking account number. Usually found to the right of the first 9 numbers on the bottom of the check.

- 11. Name of Bank To Be Debited:** Enter the bank’s name as shown on the voided check used to identify the account which will be debited.

Customer Service Phone: Enter the bank’s local phone number. You may have to look in either the white pages or the yellow pages of the local phone directory for this number. We usually have to call the bank while setting up the debit schedule, so please include the local phone number, including area code.

- 12. Branch Address:** Enter the bank’s local address, including city, state and zip code. You may find this address on the voided check or bank statement. Or, if the statement only shows the processing center’s address, you may need to look in the local phone directory.

- 13. 1/2 Total Monthly Payment:** Take the client’s total monthly loan payment and divide by 2. If dividing gives you a “half cent,” ROUND UP to the next highest penny. For example, if the monthly payment is \$842.67, dividing by two gives you \$421.335 (thirty three and a half cents). You would round this up to thirty four cents (34¢), and enter \$421.34 in this space. To help avoid processing delays, you may want to always add an extra penny after dividing. These funds will be sent to the lender monthly as due under the loan documents.

- 14. Additional Principal Payment to Debit Biweekly:** Adding extra to the biweekly debit will accelerate your client’s principal reduction. Enter either zero (0) or any extra amount your client wants debited biweekly. ***This extra biweekly debit amount will be added to the principal reduction payment which is issued approximately every six months.***

- 15. Service Fee:** Our biweekly debit fee (for program administration) is already printed on this line for you. This fee may be changed by USMR with 30 days notice to the client.

- 16. Total Amount to be Debited Biweekly:** Add lines 13, 14, and 15, and enter the total on this line. This is the amount your client is authorizing to have debited from their checking account every two weeks. Debits will be withdrawn biweekly (**every 14 days**) - not twice a month. Please use a calculator to double check all your figures.



“LOAN INFORMATION” SECTION

17. **Name of Lender:** Please enter the complete name of the lender or loan company.

Loan Account Number: Enter this number from your client’s payment coupon book, loan statements or other lender documentation. Double check this number against the original document, as it is used to identify the payments made to the lender. Be sure to include all hyphens and / or spaces as indicated. If an account number has not yet been assigned to a new loan, please call our New Contracts Department at 520-918-0030 for the correct form to include with the Enrollment set.

Dept. or To Whose Attention To Be Mailed: Enter a department or individual’s name here to ensure the payment can be processed promptly by the lender.

18. **Lender Mailing Address:** Enter the complete address to which client mails loan payments, including city, state and zip code. Double check this address against the original loan document or the most current address change letter sent to your client. Please call the client’s lender to verify that this address is where USMR should mail the monthly payments.

19. **Customer Service Phone:** Please enter lender’s telephone number with area code and any extension number. This number is very important.

Grace Period: Indicate the grace period in days. Most grace periods are either 10 or 15 days from the due date. The loan must have at least a 10 day grace period to qualify for our program. If your client’s loan has less than a 10 day grace period, call your Support Rep for help in completing the enrollment.

Original Loan Amount: Enter the amount borrowed by the client as shown on the original loan agreement (the “Note,” not the “Truth in Lending” statement).

EAP Start Balance: Copy this figure from the client’s loan analysis printout after verifying that the information on the analysis matches the client’s loan documents. *(The EAP start date is the due date of the First EAP Payment to be issued by USMR, not the date you are enrolling the client.)*

20. **Current Interest Rate:** Enter the interest rate as of the EAP start date (if known), or the rate which is currently in effect.

Fixed or Adjustable: Indicate whether the interest rate is ‘fixed’ (doesn’t change over the full term of the loan) or ‘adjusts’ (changes one or more times during the loan term).

Original Term: Enter the original term over which the loan was to be repaid (e.g., 20 years, 30 years, etc.). Enter term as either months or years in the appropriate blank.

Monthly Principal & Interest (P&I): Often referred to as P&I, Principal & Interest is the



base monthly payment required to repay the amount borrowed plus finance charges within a specified term. The P&I payment does not include any extra amounts (e.g., taxes, insurance, or other impounds). Please call your client's lender to ask for the current P&I, Impound/Escrow payment (if any), and the combined **total** monthly payment.

Monthly Escrow (T&I - Taxes, Ins.): This is the amount the lender collects from the homeowner in order to pay any property taxes, hazard or mortgage insurance, or other expenses noted in the original loan document. If your client pays P&I only (no interest or escrow), enter zero (0) in this blank. Otherwise, subtract the P&I from the Total Monthly payment. This figure should match the Impound / Escrow amount that the lender provided.

Total Monthly Payment: Enter the full amount your client is required to pay to the lender each month. **Do not leave this space blank.** Even if your client pays P&I only (no interest or impounds), enter the current total monthly payment that the lender provided you. (This should also be the amount you used as the total PITI for your loan analysis printout.)

21. **Description of Loan:** Indicate whether the loan is a "first" or "second" mortgage for real estate; a home equity loan; a student loan; a commercial equipment loan, or a loan for such personal property as a recreational vehicle, mobile home, boat, airplane, etc.

Payment Due Date: Indicate the DATE of each month (1st, 10th, 15th, etc.) your client's loan payments are due to the lender. The grace period cannot be added to the payment due date when completing this line.

Date 1st Payment Due to Lender: Enter the date the client's first payment was or is due to the original lender.

22. **Loan Details:** Note if the loan has any unusual characteristics, such as being a Negative Amortization (Neg-Am), Balloon, Graduated Payment Mortgage (GPM), etc. If your client has a loan with a balloon payment, enter the balloon maturity date. If your client has made any pre-payments, list them here if there's room, or attach a separate list

23. **Signatures of Clients #1, #2, and All Additional Clients:** After reviewing, completing and checking all sections of Part A & Part B with the client, have **all applicants** sign in the blanks on this line. Please match their signatures to the names shown as #1, #2, etc. on both Parts A and B of the Enrollment set. Each printed name and signature should exactly match the name as shown on the original loan document.

24. **Date:** Complete the date field at the time all signatures are obtained. Please use the same date throughout (i.e., have all parties sign Part A and Part B on the same day.)

EAP Independent Representative Signature: The authorized representative signs here.

Signature(s) of All Checking Account Holders: This should be the signature normally used on the client's checks. Be sure this signature matches the name printed on Line 10 above. If two signatures are required on the checking account, have both people sign here and identify each signature with #1 or #2 to match their names as printed above.



RETURN COMPLETED APPLICATION WITH:

No Whiteout, Correction Tape, or Erasures: Cross out any mistake with a single line, correct it nearby and have all parties initial the mistake and the correction.

Part A & Part B: Please complete and return both **white originals** to USMR's corporate office within 3 days of signature. **Please note:** *If USMR receives this application after the Enrollment Deadline shown in the Debit Calendar, the client's interest savings may be affected and USMR reserves the right to set new debit dates and a new EAP Start Date based on the date the application is approved.*

Analysis: Enclose a copy of your Loan Analysis which includes the loan information shown on the contract, and the Estimated Interest Savings shown on Part B, Line 9. Also, please include details of any extra principal payments or unusual adjustments made to the loan as shown on Part B, Line 22.

Client Fees: Enclose your client's payment of Total Enrollment and Application Fees. **Please have your client sign all forms of payment (cash is not acceptable).** (If you are submitting a partial payment, please refer to the "Deferred Payment Agreement" instructions. Acceptable Forms of Payment (payable to U.S. Mortgage Reduction, Inc. or to USMR) are:

- (A) Client's personal check signed by each client (no post-dated checks).
- (B) Client's business check signed by each client (no post-dated checks).
- (C) Money order or Cashier's Check - attached to a properly completed and signed Enrollment Fee Authorization Form (**please photocopy the original that follows this section**)
- (D) Trust Account check - attached to a properly completed and signed Enrollment Fee Authorization Form (**please photocopy the original that follows this section**)
- (E) Title Company check - attached to a properly completed, signed, and notarized Enrollment Fee Authorization Form (**please photocopy the original that follows this section**)

Voided Check: Please include a voided check (not a deposit slip) or a **Bank Confirmation Letter** to identify the checking account which is to be debited biweekly. (Savings accounts cannot be debited.)

NOTE: You may find that the voided check is not imprinted with the client's name and address as shown in the Customer Information Section above, or is a photocopy of a check. In these cases, have the client(s) write the following **on the voided check or photocopy:**

I, (enter name of client here as it appears on checking account statement), hereby affirm that this is my checking account and that I am the authorized signer on this account.

Then have each client also print the date, and sign his/her name (as it appears on their checking account statement) below the statement shown above which they printed on the check or photocopy.

If your client cannot provide a voided check, you will need to get a confirmation letter from the bank. **An original confirmation letter is provided in Section 3 of the Client Presentation Manual.** Please have the bank copy the letter on their letterhead, then have all parties complete and sign the letter, and submit the original (with original signatures) with Part A and Part B.

Payment Coupon/Statement: Please include a copy of the Payment Coupon or Loan Statement that you used to perform the loan analysis and complete the Loan Information section of Part B.

Loan Note: Please include a copy of your client's **Loan Note and any applicable Riders** (i.e., the Adjustable Rate Rider) with the Equity Acceleration Program application. This can help to speed up the processing of your client's application, especially when they are enrolling adjustable rate mortgages, mobile home loans, RV, auto or equipment/machine loans, or special loans such as negative amortizations, buy downs, graduated payment mortgages, etc.

Please double check your work, then leave the yellow original with your client (the pink copy is for your files).