



Pay off your mortgage faster and reduce your total interest costs.

Just enroll in the PNC Bank Bi-Weekly Draft Program*

As a PNC mortgage borrower, you have the opportunity to enroll in our Bi-Weekly Draft Program.

Here's how enrolling in the PNC Bank Bi-Weekly Draft Program can benefit you:

-  **Pay off your loan faster** — By drafting 1/2 of a monthly payment every 2 weeks, you will make 13 total monthly payments per year — instead of 12. The "extra" payment will automatically be applied to your mortgage principal balance, helping you pay off your loan faster.
-  **Lower your interest costs** — By making one full "extra" payment per year to pay off your loan faster, you will also be reducing the total interest you will pay for your mortgage.

Please note that your first 1/2 mortgage payment will be drafted in the same month as your last full payment — meaning two full payments will be made during your first month of enrollment. Also, when you make your first 1/2 payment each month, the funds will be held in a non-interest-bearing account, and will be applied once a full monthly payment is received. **Please refer to Q18 in the FAQs for an example of how the bi-weekly drafts will be applied to your account.**

> Enroll today. Simply fill out and mail the Authorization Form on the next page of this document to enroll in the Bi-Weekly Draft Program. Don't forget to include a voided check if drafting from your checking account.

Once enrollment is complete, you will receive a written confirmation.

This guide also contains information about what happens after you submit your enrollment form, FAQs to help guide your decision, as well as Terms and Conditions.

MAIL THIS COPY TO: PNC Bank, Attn: EFT Dept./Payment Services, PO Box 1820, Dayton, OH 45401-1820

1 PNC Mortgage Loan Number (10 digits): _____
 Bi-Weekly New Enrollment Bi-Weekly Change EFT Information

Your Name: _____

Name of Primary Mortgage Account Holder: _____

Daytime Phone Number: _____

Email Address (optional): _____

2 Your Financial Institution's Name: _____

Your Financial Institution's Phone Number: _____

Financial Institution ABA Routing Number: _____

Financial Institution Account Number: _____

Please select Account Type: Checking Savings
(If an Account Type is not selected, Checking will be used)

3 Begin deducting my payment on the following Wednesday of the starting month: 1ST 2ND Starting month: _____

Additional Principal Amount (optional): \$ _____

Note: Your bi-weekly draft amount PLUS the amount on the Additional Principal line will be deducted from your bank account every two weeks. If the "Bi-Weekly Change EFT Information" box is checked above and you are currently drafting an additional principal amount, no changes will be made to the current Additional Principal Amount if the line is left blank. By enrolling in the Bi-Weekly Draft Program, you agree that funds will be held in a non-interest-bearing account and will be applied once a full monthly payment is received.

My signature below authorizes PNC Bank to debit my checking or savings account for my bi-weekly draft plus any additional principal amount as designated above. I understand that my *draft amount may vary with changes in escrow or principal and interest portions as applicable.* I understand I must continue to remit payments on time until the bi-weekly draft begins, and I must maintain sufficient funds in my designated account to cover the total bi-weekly debit amount or PNC Bank may charge a fee. If my payment is not received by the late charge assessment date, usual late fees apply, in accordance with my mortgage Note.

I HAVE READ THE TERMS AND CONDITIONS OF THE BI-WEEKLY DRAFT PROGRAM.

4 Your Signature: _____ Date (mm/dd/yyyy): _____

For new enrollment or to change checking/savings account information, or additional principal, please send a copy of a voided check or deposit slip. You will be notified when the bi-weekly draft will begin. **A new Bi-Weekly Draft Authorization Form is required for any changes to these items.**

Note: An additional copy of this form is included at the end of this guide for you to fill out and keep for your records.

What happens after this enrollment form is received?

- **We will review your enrollment form** and make sure it is complete. If it is missing information, we will return it to you to complete and send back.
 - If the form is complete, we will mail a confirmation to you to review for accuracy. If changes are needed you can call us at **1-800-822-5626**.
- **For your bi-weekly drafts to begin**, your enrollment form must be received 10 business days prior to the first draft date selected. If your enrollment form is received fewer than 10 business days before your desired start date, your bi-weekly drafts will begin on the selected Wednesday of the following month.
- **In your first month in the program, you will make your current month's payment and begin making bi-weekly drafts for the following month.** The current month's payment must be made at least 2 business days before your desired start date. *Please refer to Q18 in the FAQs for an example of how the bi-weekly drafts will be applied to your account.*

See next page for answers to frequently asked questions. >>

Answers to Frequently Asked Questions

Q1: Is the Bi-Weekly Draft Program a refinance of my existing loan?

A: No. All the terms of your original mortgage remain the same. The Bi-Weekly Draft Program allows you to reduce your total interest cost by paying the loan off faster.

Q2: How are my interest costs reduced?

A: Withdrawing 1/2 of a mortgage payment from your bank account every two weeks will allow for one payment to be applied each month, with an extra 1/2 payment available to apply directly to your principal balance twice a year. Thus, your loan is paid off faster and your *total interest costs are reduced*. The funds from your first 1/2 payment each month will be held in a non-interest-bearing account, and will be applied once a full monthly payment is received.

Q3: Can I still refinance my loan?

A: Yes. The Bi-Weekly Draft Program does not impact your ability to refinance.

Q4: Can this interest reduction be accomplished any other way?

A: If you are current on your mortgage and you have no outstanding fees with PNC, you can apply additional principal toward your mortgage at any time. PNC also offers a monthly Electronic Funds Transfer (EFT) program free of charge where you can apply additional funds toward your balance each month, paying off your loan faster and lowering your interest costs.

Q5: Will my monthly payments be late?

A: No. Your monthly payment will be collected in advance of the actual due date instead of after the due date or in arrears. This ensures your regular monthly payments are applied on time each month.

Q6: How do I make payments to this Bi-Weekly Draft Program?

A: By completing and submitting the authorization form on the previous page you are authorizing PNC to automatically withdraw your 1/2 payments from an eligible checking or savings account.

Q7: When will my first payment begin drafting after I enroll?

A: Your enrollment form must be received 10 business days prior to the first draft date selected. If it is received within fewer than 10 business days, your bi-weekly drafts will begin the following month, on the Wednesday indicated on your enrollment form.

Q8: What if I am already enrolled in the monthly EFT program with PNC?

A: To be part of the bi-weekly draft program you will need to be deleted from your monthly EFT draft by completing the form for bi-weekly draft. This program requires that the customer be paid in advance by one month. (Example: If the customer wanted to be set up in May, they would need to be due and owing for June.)

Q9: If I am switching from the monthly EFT program with PNC to the Bi-Weekly Draft Program, do I need to cancel the monthly EFT program?

A: No. PNC will handle the switch from monthly to bi-weekly drafting. No action is needed on your part to cancel the monthly EFT draft.

Q10: What happens if I want to stop making bi-weekly drafts?

A: You can always return to a monthly payment schedule. Choose one of the following options to cancel your enrollment in the Bi-Weekly Draft Program:

- Call Customer Service at 1-800-822-5626
- Fax your request to 1-855-242-0633
- Send an email to eft@pnc.com
- Mail your request to the EFT correspondence address located in the terms and conditions

Please allow at least 10 business days prior to the next scheduled Bi-Weekly Draft date for PNC Bank to process your cancellation request.

Answers to Frequently Asked Questions (continued)

Q11: If I sell my house or move, can I remain in the Bi-Weekly Draft Program?

A: If you buy a new home with PNC or refinance your current loan with PNC, you will need to complete a new Bi-Weekly Draft Enrollment form to establish the new loan on a bi-weekly draft schedule.

Q12: What if I have additional questions concerning this Bi-Weekly Draft Program?

A: Call us toll-free at 1-800-822-5626.

Q13: How do I change my bank account information or additional principal draft amount?

A: If there are changes to your payment selections, completely fill out the enrollment form and mail it to:

PNC Bank/Payment Services/EFT
Mail Code: B6-YM14-01-1
PO Box 1820
Dayton, OH 45401

Q14: Can I choose the day that my payment is drafted?

A: No, you can only choose the 1st or 2nd Wednesday of the starting month.

Q15: Where can I send additional principal payments?

A: If you would like to send additional principal payments outside of the bi-weekly drafts, you can mail your check to the address below. Just add your loan number and a note to the memo line on the check that the funds are additional principal payments.

PNC Bank/Payment Services
Mail Code: B6-YM14-01-1
PO Box 1820
Dayton, OH 45401

Q16: Can I get a draft schedule?

A: All 1/2 payments will draft every other Wednesday. If a scheduled draft date falls on a bank holiday, the draft will occur on the next business day.

Q17: When do I pay my last full month's payment before starting the program?

A: In the month the Bi-Weekly Draft Program is scheduled to begin, you're required to make the month's full payment at least two business days prior to the start of your bi-weekly drafts as referenced in your confirmation letter.

Q18: After I make my last full payment, when will my 1/2 payments begin?

A: We will begin the withdrawal of your first half payment on the Wednesday indicated of the starting month on the enrollment form. For example, if the Bi-Weekly Draft Program is scheduled to start December 2017, you will need to make your December payment as usual. If you chose the first Wednesday of the month to start your payments, the withdrawals will be December 6, 2017 and December 20, 2017 for January's payment. Or if you chose the second Wednesday of the month to start your payments, the withdrawals will be December 13, 2017 and December 27, 2017. These payments will then be applied the following day as your January payment. The drafts will continue every 14 days thereafter.

Q19: Can I use multiple bank accounts to draft for my bi-weekly draft?

A: No, this service cannot draft from multiple accounts.

- 1) The following terms and conditions govern the PNC Bank Bi-Weekly Draft Program service (the "Service").
- 2) The Service does not alter or lessen your obligations under your existing mortgage contract regarding: (a) the amount of your monthly mortgage payment, (b) when your mortgage payment is due, (c) the application of your payments, (d) the assessment of late charges or (e) the calculation of delinquency.
- 3) By enrolling in the Service, you are authorizing PNC Bank to debit your designated bank account every other Wednesday (twenty-six [26] times per year) for one half (1/2) of your monthly mortgage payment, including any escrow amounts, as applicable. At least two (2) times every twelve (12) months, there will be a total of three (3) half payments withdrawn during the same month. This third half payment will be designated as "principal reduction" and credited to your principal balance, as long as your mortgage loan is in a current status. NOTE: The two (2) additional half payments will contribute the equivalent of one (1) extra monthly mortgage payment toward your principal balance.
- 4) If you would like to pay your mortgage loan off even faster, you can elect to pay an additional (optional) principal amount with each bi-weekly draft. Any additional principal that you elect will remain constant, regardless of any other payment adjustments. If your payment amount changes, you may want to adjust or cancel any additional principal amounts accordingly.
- 5) Before your first automated payment, PNC Bank will send you a written notification of the transaction's start date (the "Automated Payment Date"), banking information, and any additional (optional) principal amounts. Review and confirm this information for accuracy and report any errors or changes to PNC Bank immediately.
- 6) The month the Bi-Weekly Draft Program is scheduled to begin, you're required to make that month's full payment at least two (2) business days prior to the start of your bi-weekly drafts as referenced in your confirmation letter.
NOTE: If we have not received your current month's full monthly payment 2 business days prior to the draft start date, your bi-weekly draft will not begin and you will be canceled from the Service.
- 7) We will begin the withdrawal of your first half payment on the Wednesday indicated of the starting month on the enrollment form. For example, if the Bi-Weekly Draft Program is scheduled to start December 2017, you will need to make your December payment as usual. If you chose the first Wednesday of the month to start your payments, the withdrawals will be December 6, 2017 and December 20, 2017 for January's payment. Or if you chose the second Wednesday of the month to start your payments, the withdrawals will be December 13, 2017 and December 27, 2017. These payments will then be applied the following day as your January payment. The drafts will continue every 14 days thereafter.
- 8) The drafted funds will be held in a non-interest-bearing suspense account until a full monthly mortgage payment has accumulated, at which time the payment will be applied the following business day. When there is a third draft in a single month, the funds will be applied directly to principal on the next business day after receipt.
- 9) Be sure to check your financial institution's account statement to verify the date and amount of any bi-weekly drafted amounts initiated by PNC Bank. In the event of an error, please notify your financial institution and PNC Bank immediately.
- 10) You must maintain sufficient funds in your designated bank account for collection of each bi-weekly draft. If your financial institution returns an automated payment unpaid, PNC Bank has the right to assess a reasonable fee. You are then responsible to remit that mortgage payment on time using another payment method. If your payment is not received before the end of your grace period, your mortgage payment for that period will be counted as past due and the usual late payment fee will apply.
- 11) If your scheduled Automated Payment Date falls on a legal bank holiday, the automated payment will occur on the next business day.
- 12) The Service is available to PNC Bank borrowers at no cost.
- 13) The Service cannot draft from multiple bank accounts.
- 14) The Service cannot be used to pay fees or additional escrow payments. Payments for fees or additional escrow must be remitted separately. If you intend to remit additional principal, escrow or fee payments separately from the Service, mail your check to PNC Bank/Payment Services, Mail Code: B6-YM14-01-1, PO Box 1820, Dayton, OH 45401. Note on the memo portion of the check your mortgage account number and how the funds are to be applied.
NOTE: Additional funds received shall be applied toward outstanding fees, if applicable, and the current month's payment must be satisfied prior to additional principal payments being applied.
- 15) Under the terms of your mortgage loan, your PNC Bank payment amount may change due to a change in your interest rate for adjustable or step rate loans or a change in the amount of your escrow payment, if applicable. The Service will adjust the amount of the automated payment from your financial institution account to accommodate these changes. PNC Bank will notify you in advance of any applicable changes to your monthly payment amount.
- 16) Should you wish to make a change to the Service (e.g., banking information or adjustments to your optional additional principal amounts), please complete a new Bi-Weekly Draft Program Enrollment Form and either fax it to 1-855-242-0633 or mail it to the correspondence address below. Bi-Weekly Draft Program Enrollment Forms are available by calling Customer Service. Please allow at least ten (10) business days prior to the next scheduled Automated Payment Date for PNC Bank to process your change request.
- 17) Should you wish to cancel the Service, you may do so at any time by choosing one of the following options: (a) call Customer Service at 1-800-822-5626; (b) fax your request to 1-855-242-0633, (c) send an email to eft@pnc.com or (d) mail your request to the correspondence address below. Please allow at least ten (10) business days prior to the next scheduled Automated Payment Date for PNC Bank to process your cancellation request. You are responsible to make all payments on time following the termination of the Service. Your monthly mortgage payment due date will apply after the Service is canceled.
- 18) Although you have enrolled in the Service, PNC Bank will continue to provide you with a monthly billing statement or an annual coupon book. If you would like to avoid receiving paper statements or coupon books, you may enroll in online statements. This will not affect your Service, but will provide you with a convenient option to access account information such as the next payment due date, principal balance and recent payment history. To enroll, go to pnc.com/homehq and follow the instructions for Go Green.
- 19) PNC Bank reserves the right to cancel the Service for any reason and will terminate if:
 - a) Your automated payment is returned by your financial institution because of "Authorization Revoked," "Account Frozen" or "Account Closed"
 - b) Three automated payments are returned unpaid for insufficient funds within a consecutive 12-month period
 - c) Your loan enters a Foreclosure, Loss Mitigation or Home Affordable Modification Program (HAMP) status
 - d) Your principal balance is less than your monthly mortgage payment
 - e) Your loan is paid-in-full or reaches the maturity date
 - f) You do not otherwise comply with these terms and conditions or your mortgage
- 20) Customer Service Contact Information: If you have any questions or need assistance, please call PNC Bank Customer Service at 1-800-822-5626, Monday through Thursday 8:00 AM to 9:00 PM ET and Friday 8:00 AM to 5:00 PM ET.
- 21) Fax Number: 1-855-242-0633
- 22) Correspondence Address:
PNC Bank/Payment Services/EFT
Mail Locator: B6-YM14-01-1
PO Box 1820
Dayton, OH 45401

APPLICANT COPY: KEEP THIS COPY FOR YOUR RECORDS

1 PNC Mortgage Loan Number (10 digits): _____
 Bi-Weekly New Enrollment Bi-Weekly Change EFT Information

Your Name: _____

Name of Primary Mortgage Account Holder: _____

Daytime Phone Number: _____

Email Address (optional): _____

2 Your Financial Institution's Name: _____

Your Financial Institution's Phone Number: _____

Financial Institution ABA Routing Number: _____

Financial Institution Account Number: _____

Please select Account Type: Checking Savings
(If an Account Type is not selected, Checking will be used)

3 Begin deducting my payment on the following Wednesday of the starting month: 1ST 2ND Starting month: _____

Additional Principal Amount (optional): \$ _____

Note: Your bi-weekly draft amount PLUS the amount on the Additional Principal line will be deducted from your bank account every two weeks. If the "Bi-Weekly Change EFT Information" box is checked above and you are currently drafting an additional principal amount, no changes will be made to the current Additional Principal Amount if the line is left blank. By enrolling in the Bi-Weekly Draft Program, you agree that funds will be held in a non-interest-bearing account and will be applied once a full monthly payment is received.

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I HAVE READ THE TERMS AND CONDITIONS OF THE BI-WEEKLY DRAFT PROGRAM.

4 Your Signature:  _____ Date (mm/dd/yyyy): _____

For new enrollment or to change checking/savings account information, or additional principal, please send a copy of a voided check or deposit slip. You will be notified when the bi-weekly draft will begin. **A new Bi-Weekly Draft Authorization Form is required for any changes to these items.**

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