California Housing Finance Agency – Multifamily Accounting

Service Announcement!

The California Housing Finance Agency Multifamily Accounting Office is pleased to offer the

CalHFA Multifamily ACH Credit Service

If your CalHFA loan is current and in good standing, you are eligible to enroll in the ACH Credit Service. This service allows your suspense payment to be automatically credited to your checking account. There is no cost to use the ACH Credit Service. This convenient service:

- Saves time and money. No more depositing checks or last-minute trips to the bank.
- Provides peace of mind in knowing that the suspense payment will be made securely.

Enrolling in ACH Credit Service is Easy!

Complete the Multifamily ACH Credit Service Authorization form which is enclosed with this information package.

For your convenience, the authorization form on our below is in Adobe Acrobat “pdf” format which can be filled out and printed using your PC. Please return the completed form (in PDF format) to our office by replying to the secure email in which you received this attachment, along with a VOIDED check. The voided check will be used to verify the bank transit routing number and the checking account number to ensure we enter these numbers accurately into our computer system.

After we have completed your enrollment, you will receive an email confirming completion.

General Information about the ACH Credit Service

If the deposit date falls on a weekend or holiday, the deposit will take place on the next business day. For purposes of the ACH Credit Service, business days are Monday through Friday, excluding any national (or banking) or California State holidays. Note that CalHFA may observe additional holidays that would delay the draft until the next business day (Cesar Chavez Day, March 31st, is an example of this).

Changes to Designated Checking Account or Other ACH Credit Service Information

Once enrolled, if you would like to make a change to your ACH Credit Service enrollment information, please submit a written request to mfservicing@calhfa.ca.gov to be received by CalHFA at least thirty (30) days in advance of the next suspense payment date. Without such written notification, CalHFA shall not be responsible for credits attributable to an account which is no longer responsible for accepting deposits. An example of this situation is when a borrower changes the management agent but does not provide the written request to stop crediting the former management agent's account. The request should describe the change you wish to make. For example: a change in checking account number, or a change in authorized representative's account, i.e., a change in management agent (be sure to include a VOIDED check for the new checking account).

Your written request should include the project name, address, and CalHFA loan number and should be dated and signed by a person authorized to request the change. You can also request a change by sending us a new "Multifamily ACH Credit Service Authorization" form. If you use the form, please include a note to tell us what is being changed.

Voluntary Cancellation of the ACH Credit Service on Request

You can elect to cancel the ACH Credit Service at any time. To cancel the ACH Credit Service, you must submit a written request at least thirty (30) days in advance of the next suspense payment date. This will allow sufficient time to process your request. Send your request to the same address shown above. If your written request is not received in time, preventing the next scheduled suspense payment from occurring may not be possible. Your written request should include the project name, address, and CalHFA loan number and should be dated and signed by a person authorized to request cancellation of the service.

Other Reasons for Cancellation of the ACH Credit Service
Other specific events can result in automatic cancellation of the service:

- If the loan is in default under the terms of the loan documents.

Confidentiality

CalHFA goes to great effort to ensure the privacy and protection of your account and personal information. CalHFA will only use your information as necessary to facilitate the ACH Credit Service depositing process with the assistance of our 3rd party vendor EPS, who processes our Section 8 and PRA 811 funds for disbursement. We will not share the checking account information provided for the ACH Credit Service with any other affiliate or third party for any other reason, except for the purposes above and as required by law.

Questions?
If you have any questions about the ACH Credit Service, you may contact us by calling us at 916-326- 8400, 8:00 a.m. to 5:00 p.m. (Pacific Time), Monday through Friday. You can also contact us by email to: mfservicing@calhfa.ca.gov, or write to us at the address shown above.

How to Enroll in the ACH Credit Service
To enroll, complete the “Multifamily ACH Credit Service Authorization” form. Read and execute the “ACH Credit Service Agreement”. Be sure to date and sign the both forms. Email the completed forms (in PDF format), along with a VOIDED check from your checkbook, by replying to the secure send email by which you have received this attachment.

California Housing Finance Agency
Multifamily ACH Credit Service Authorization
For Section 8 and PRA 811 Projects Only

Borrower or Management Agent Information

Project Name: _____

Project Number: _____ ***Accounting Loan Number:*** _____

Borrower or Management Agent: _____
"Authorized Official"

Primary Contact Name: _____

Telephone Number: _____

Email Address: _____

Secondary Contact Name: _____

Telephone Number: _____

Financial Institution Information

Financial Institution Name: _____

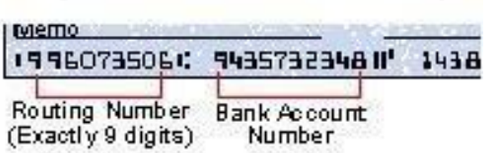
Financial Institution Address: _____

Financial Institution Telephone Number: _____

Name on Account: _____

ACH Bank Routing Number (9-digit number preceding account number on check)

Account Type: ☐ ***Checking***



Account Number (number that follows ACH Routing Number on check):

******ATTACH VOIDED CHECK TO THIS FORM******

Payment Date

Payments are authorized to be credited on the monthly statement issuance date. If this date is not a banking day, the payment will be credited on the next banking day.

See next page for ACH Credit Service Agreement

ACH Credit Service Agreement

Beginning on (month/year)_____, the undersigned Borrower or Management Agent, as applicable ("Borrower/Management Agent") by and through its authorized official ("Authorized Official") hereby authorizes CalHFA to initiate ACH Credit entries to Borrower's/Management Agent's account at the below named financial institution ("Financial Institution"). Borrower/Management Agent hereby authorizes Financial Institution to credit Borrower's/Management Agent's account in accordance with these instructions. Borrower/Management Agent acknowledges that the ACH Credit entries may vary due to changes in impounds, reserves, principal and interest as applicable under its loan documents. Borrower/Management Agent warrants that it is current in its payments and in compliance with all covenants and conditions contained in its agreements with CalHFA. Borrower/Management Agent agrees that it will immediately notify CalHFA of any change in account name or number, or of any changes in its Financial Institution. Borrower/Management Agent understands and agrees that all rights, remedies and obligations contained in the CalHFA Promissory Note and Deed of Trust and any and all other loan documents remain in full force and effect and are not modified by this agreement. No waiver of any terms of any of the loan documents, including but not limited to payment due dates, is intended and none shall be inferred.

This agreement shall remain in effect until cancelled in writing by Borrower/Management Agent or CalHFA upon thirty (30) days written notice to each other. In addition, CalHFA may cancel this agreement immediately, without notice to the Borrower/Management Agent if:

1) ***Borrower's/Management Agent's ACH Credit payment is returned by Financial Institution due to:***

   a) revocation of this authorization; or

   b) closing of the account specified herein; or

2) ***Borrower/Management Agent does not otherwise comply with the terms and conditions of its agreements with CalHFA.***

In the event of notice of a debit or credit error, CalHFA shall be allowed five (5) banking days to correct such error, after notice thereof by the Financial Institution and/or the Borrower/Management Agent. CalHFA shall have no liability for any loss or damage that result from the processing of ACH Credit deposits under this agreement.

Borrower or Management Agent Name: _____

Signature of Authorized Official: _____

Print or Type Name: _____

Title: _____

Date: _____