



CONNECTICUT
HOUSING FINANCE
AUTHORITY

Dear CHFA Borrower(s):

In addition to the current acceptable payment methods of checks and wires, CHFA is pleased to now offer the convenience of making your payments via ACH through our automatic payment program at no cost to you.

By enrolling in automatic payments, you can help ensure that your payments will be made on time. Each month CHFA will automatically deduct the current amount due from the designated bank account on the Designated Payment Date.

The loan(s) must be current to enroll in the automatic payment program.

If you have more than one loan, please list all loans you wish to participate in automatic payments on the Automatic Payment Program Authorization Form.

Once your application is approved, you will receive a confirmation by mail reflecting the start date. Please allow up to 60 business days for this application to be processed. The confirmation will be mailed to the address you provide on the Automatic Payment Program Authorization Form.

You must continue making payments via check or wire until the date specified in the confirmation letter from CHFA.

We have included a copy of the Automatic Payment Program Authorization Form. Please submit the completed form along with a voided check. The form must be signed by the borrower's authorized representative in addition to the authorized representative of the management company, if applicable. Please retain a copy for your records.

We hope you enjoy the convenience of our automatic payment program. If you have any questions, please call us at 860-571-4311 Monday-Friday, 8:30 am – 4:30 pm.

Sincerely,

Connecticut Housing Finance Authority
Multifamily Loan Servicing Department

Enclosures (2)