

Section 2.03 - The Bi-Weekly Mortgage Payment Plan^(sm)

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Features & Benefits Features and benefits of the Bi-Weekly Payment Plan mortgage include the following.

Features	Benefits
Paying bi-weekly payments enables the borrowers to make 13 payments instead of 12 mortgage payments per year.	Borrowers pay off their loans more rapidly.
The bi-weekly payment plan may be discontinued whenever the borrower chooses.	Borrowers may convert back to the traditional monthly payment plan at any time in the future.

- Product Summary**
- Borrowers make ½ of a regular monthly payment every two (2) weeks.
 - Payments are made by automatic draft from the borrower’s checking or savings account. Borrowers **cannot** pay by check.



Related Bulletins

General

Related bulletins are provided below in PDF format. To view the list of published bulletins, select the applicable year below.

- [2018](#)
- [2015](#)
- 2014
- 2013
- 2012
- [2011](#)
- 2010
- 2009

Note: There were no related bulletins published in 2009, 2010, 2012, 2013, 2014, 2016, or 2017.

How Bi-Weekly Payments Are Made

General

- Bi-weekly payments are automatically drafted from the borrower's checking or savings account.
 - Most financial institutions are accessible through the Federal Reserve Automated Clearing House (ACH) System.
 - The borrower is ineligible for The Bi-Weekly Mortgage Payment Plan if his/her financial institution is not accessible to the ACH System.
 - Bi-weekly payments **cannot** be made by check or cash.
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Termination of the Bi-Weekly Payment Plan

General

- The Bi-Weekly Payment Plan may be terminated automatically under the following conditions:
 - the borrower closed the checking or savings account from which bi-weekly payments are drafted without providing 30 days prior notification and without authorizing bi-weekly drafts from another account,
 - the borrower moves the checking or savings account to an institution, which SunTrust cannot access for drafts through ACH,
 - authorization provided by the borrower for the draft is revoked by the borrower or any other person who signed the authorization, and/or
 - regulatory or legislative change is enacted which will have a detrimental affect on SunTrust's ability to provide this service or which would make it illegal or unlawful to provide such a service.
- If any of the above occurs, the borrower will be notified of the termination. The borrower must then make payments according to the monthly schedule described in the Note.
- The client may terminate the Bi-Weekly payment Plan by notifying SunTrust in writing at least 30 days prior to terminating their bi-weekly payment. The written notice would be sent to: SunTrust, Attn: Bi-Weekly RVW 3142
P. O. Box 26149
Richmond, VA 23260-6149

Note: Upon termination of the bi-weekly payment option, SunTrust will apply all monies held in suspense to the amounts owed on the loan.

Insufficient Funds for Payment Draft

General

- If there are insufficient funds in a borrower's account for the bi-weekly draft, the payment will be resubmitted or the borrower will be contacted to clear the outstanding item.
 - The borrower may be subject to a non-sufficient (NSF) penalty from his/her depository institution.
 - The borrower may also be liable for late payment charges described in the Note if he/she fails to make the bi-weekly payment in a timely manner and it causes the regular monthly payment to be late.
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Workflow

Set-up

- Enrollment – Clients will need to complete the Bi-Weekly SurePay Enrollment Form by contacting Client Services at 800-634-7928. The completed form should be mailed to the address on the form:
SunTrust, Attn: Bi-Weekly RVW 3142
P. O. Box 26149
Richmond, VA 23260-6149
 - Changes – Clients must notify SunTrust in writing at least 30 days prior to making changes to their bi-weekly payment. The written notice would be sent to:
SunTrust, Attn: Bi-Weekly RVW 3142
P. O. Box 26149
Richmond, VA 23260-6149
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Applying Payments

- Twenty-four (24) of the twenty-six (26) payments made by the borrower in a typical year are applied to routine principal and interest payments according to the terms of the Note.
 - The bi-weekly payments are placed into a custodial account with SunTrust Bank established for the sole purpose of receiving bi-weekly payments. The borrower has no direct access to this account.
 - Regular monthly payments are withdrawn from the custodial account at the monthly due date and applied to the loan.
 - Twice a year, the borrower's account is drafted for three (3) bi-weekly payments in a single month. The two (2) excess payments are applied directly to the loan principal prior to the 15th of the following month.
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