**Lehigh University**

**Homebuying Program**

**Employee Payment Form**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To expedite the processing of your mortgage incentive payment, please provide all of the following information requested below and then forward this form to: Human Resources, 306 S. New Street, Suite 437, Bethlehem PA 18015

**Employee Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LIN or Social Security Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of property purchased: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Settlement date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mortgage amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Incentive Payment Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Background Documents**

🗌 Please attach a copy of your signed settlement sheet.

🗌 Please attach a copy of the Promissory Note Form (Contact Treasurer Office prior to completion).

**Employee Certification**

I certify that I have purchased the property listed above and I will maintain the property as my primary residence for the term of the mortgage. If I should attempt to convert the property to a rental unit, I understand ***Wells Fargo Home Mortgage*** or its successor organization may require full and immediate payment of the mortgage. In addition, Lehigh University may require repayment of the incentive paid to me.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature

**Verification/Forms Routing**

Human Resources (Director, HR Services) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Verify full-time employee & benefits-eligible status

Treasurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review of mortgage documents & promissory note

Accounts Payable Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Banner Account #012310-11490)