

**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)