

**Lehigh University  
Homebuying Program  
Employee Payment Form**

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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, 428 Brodhead Avenue.

**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 (Toni Lee Febbo) \_\_\_\_\_  
Verify full-time employee & benefits-eligible status

Assistant Treasurer \_\_\_\_\_  
Review of mortgage documents & promissory note

Accounts Payable Manager \_\_\_\_\_  
(Banner Account #012310-11490)