



FAX COVER SHEET

Sender's Name: _____

Company (if applicable): _____

Sender's Phone Number: _____

Sender's Fax Number: _____

Number of Pages (including Fax Cover Sheet): _____

To: Bank of America Home Loans

Borrower Name: MICHAEL A. USNER

Property Address: 11552 GRAND PINE DR
MONTGOMERY, TX 77356-2416

Bank of America Home Loans Fax Number: **1-866-409-1050**

Comments: _____

FAXING TIPS

- Ensure that documents are facing either up or down as stated on your fax machine.
- All documents should be clear and legible.
- Never alter, cross out, black out, or white out information on documents.
- When faxing confidential information, check the number entered into the fax machine before sending, and if using a public or work fax, make sure all documents are removed and properly secured. Retain a copy of the successful fax confirmation form.
- Use one single page per document type submitted (e.g., do not place a pay stub and a bank statement on the same page).
- If the sending fax machine setting is on a VoIP (Voice over IP) network, set the fax machine speed lower than 33.3 to avoid transmission errors.
- Always provide all pages of any statement or document (e.g., blank pages, pages with only page numbers or any other information).
- All requested Tax Returns should be signed and dated (including electronically filed Tax Returns).

If mailing is required, please send to:

Bank of America, N.A.

TX2-979-02-11

4500 Amon Carter Blvd

Fort Worth, TX 76155

Or you may utilize the business reply envelope which will be enclosed in your Home Loan Welcome Package.

This information is CONFIDENTIAL. It should not be distributed or shown to consumers or other third parties.

The information contained in this FAX message is intended only for the confidential use of the designated recipient named above. This message may contain contractual and proprietary information and as such is privileged and confidential. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error, and that any review, dissemination, distribution or copying of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone and return the message to us by mail.

Fax Cover Sheet

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