



WHEN TO USE THIS FORM

This form should be used when:

- The terms of your promissory note investment are changing. This is inclusive of interest rate, payment amount, and/or frequency of payments.
- You wish to extend the maturity date of your promissory note investment.

INSTRUCTIONS & GUIDELINES

This form **MUST** be signed by the account owner **AND** the borrower as evidence of the mutual agreement to modify the terms of the loan. Submit the completed form via one of the options listed below.

Please provide the original promissory note or promissory note modification to support the changes and for retention in our safekeeping vault.

CONTACT INFORMATION

For assistance, please contact us at:

TOLL FREE:
(877) 819-8918

FAX:
(440) 365-1447

SUBMISSION OPTIONS

BY FAX:
(440) 365-1447

OVERNIGHT MAIL:
ETC Brokerage
1 Equity Way
Westlake, OH 44145

REGULAR MAIL:
ETC Brokerage
P. O. Box 451340
Westlake, OH 44145

BY E-MAIL:
ETCBrokerage@ETCBrokerage.com

DO NOT FAX OR MAIL THIS COVER PAGE

INVESTMENT PRODUCTS: NOT FDIC INSURED - NO BANK GUARANTEE - MAY LOSE VALUE

