



## 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 451249  
Westlake, OH 44145

BY E-MAIL:  
[ETCBrokerage@ETCBrokerage.com](mailto:ETCBrokerage@ETCBrokerage.com)

**DO NOT FAX OR MAIL THIS COVER PAGE**

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

<b>1 ACCOUNT INFORMATION</b>	
ACCOUNT REGISTRATION	ACCOUNT NUMBER
BORROWER	NOTE NAME

<b>2 NEW NOTE INFORMATION</b>	
INTEREST RATE	PAYMENT FREQUENCY
NUMBER OF PAYMENTS	PAYMENT AMOUNT
NEW PAYMENT EFFECTIVE DATE	MATURITY DATE
BALLOON PAYMENT	CURRENT VALUE

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<b>3 SIGNATURE</b>
By execution below, the parties represent that the information provided herein is complete and accurate. In addition, the parties agree that ETC Brokerage shall not be liable for any loss incurred by the Account in connection with the note identified above.

x _____	_____	x _____	_____
Account Owner's Signature	Date	Signature of Borrower	Date