

THE EQUITY TRUST COMPANY

NOTE MODIFICATION FORM

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 AND GUIDELINES

The form **MUST** be signed by the account owner **AND** the borrower to evidence the mutual agreement to modify the terms of the loan. Send completed form by mail, fax, or e-mail to our office.

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

CONTACT INFORMATION



PHYSICAL ADDRESS:

Equity Trust Company
225 Burns Road
Elyria, OH 44035

PHONE NUMBER:

(440) 323-5491

WEBSITE:

www.trustetc.com

For assistance, please
contact a member of your
First Class Service Team at:

TOLL FREE:
(877) 693-8208

Or e-mail questions to:

E-MAIL:
help@trustetc.com



SUBMISSION OPTIONS

BY FAX:
(440) 366-3752

REGULAR MAIL:
Equity Trust Company
P.O. Box 1319
Elyria, OH 44036

BY E-MAIL:
help@trustetc.com

OVERNIGHT MAIL:
Equity Trust Company
225 Burns Road
Elyria, OH 44035

DO NOT FAX OR MAIL THIS COVER PAGE

PLEASE PRINT CLEARLY. A DELAY IN PROCESSING MAY OCCUR IF INSTRUCTION IS UNCLEAR.

1 ACCOUNT OWNER INFORMATION

ACCOUNT OWNER NAME	ACCOUNT NUMBER
BORROWER	IRN

2 NEW NOTE INFORMATION

INTEREST RATE	PAYMENT FREQUENCY
NUMBER OF PAYMENTS	PAYMENT AMOUNT
NEW PAYMENT EFFECTIVE DATE	MATURITY DATE
BALLOON PAYMENT	CURRENT VALUE

THIS SPACE INTENTIONALLY LEFT BLANK

SIGN & DATE

X _____
Signature of Account Owner Date

X _____
Signature of Borrower Date

Account Number