



Note Modification Instructions

Looking for an easier, faster way to submit paperwork? Try the **SERVICENOW** option at www.StrataTrust.com/Forms
♦ E-sign and transmit directly to STRATA ♦ Safely upload supporting documentation ♦ Securely transfer data with SFTP file protocol

Use this form to update the status of a note investment held in your STRATA Trust Company ("STRATA") account.

STRATA requires additional supporting documentation to process this request. A copy of the amended agreement containing both the accountholder and borrower's signatures must be provided. Please send the related documents to InvestmentUpdates@StrataTrust.com.

Section 1 | Accountholder Information

Accountholder Name		Account Number
Social Security Number (Last 4 Digits Only)	Date of Birth	Email

Section 2 | Note Modification Instructions

*Please include the **executed modification agreement, which must be signed by you and the borrower**, when submitting this form to InvestmentUpdates@StrataTrust.com. If applicable, please include the new payment schedule or amortization schedule in your submission.

Borrower Name
Current Maturity Date

Only complete the fields that apply to the terms of your new note.

<input type="checkbox"/> New Maturity Date	<input type="checkbox"/> New Interest Rate
<input type="checkbox"/> New Note Amount	<input type="checkbox"/> New Payment Amount
<input type="checkbox"/> New Payment Frequency	<input type="checkbox"/> New Number of Payments
Will this note modification affect multiple STRATA accountholders? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	

Section 3 | Processing Fees

Processing fees will be applied for this note modification request. You may refer to STRATA's [IRA Fee Schedule](#). Indicate below how you would like these fees to be paid to avoid processing delays.

<input type="checkbox"/> Deduct processing fees from cash in the account. I understand that this can result in a lesser amount being remitted if there is not sufficient cash in the account.
<input type="checkbox"/> Charge fees to the credit card on file (Fee Payment Authorization form must have previously been submitted for this to be a valid option).
<input type="checkbox"/> One-time charge to a credit card (Credit Card Authorization (One-Time Charge) form required).

Client Services 866.928.9394 | InvestmentUpdates@StrataTrust.com | Online: www.StrataTrust.com/Service-Request



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Section 4 Terms and Conditions

I acknowledge that I have sole responsibility for directing the investment of my Account. I acknowledge that STRATA Trust Company ("STRATA") will not exercise any discretion, assume any fiduciary responsibility, perform a due diligence review, or undertake any investigation as to the prudence, viability, merits, or suitability of the Note investment identified above ("Investment").

I understand that STRATA does not offer or provide any servicing or collection duties with respect to any debt instrument, nor will STRATA monitor the maturity date, payments, provide notice to Depositor in the event of default, prepare or compute payoff balances, prepare or file Form 1098, or take any action with regard to any debt unless specifically authorized by Depositor in writing.

I acknowledge my understanding that STRATA is not a "fiduciary", or a person entitled to exercise any discretionary authority with respect to the Investment, as those terms and concepts are defined in the Internal Revenue Code, ERISA, or other applicable federal, state or local laws, and I agree to hold STRATA harmless from any liability for any loss, damage, injury or expense which may occur as a result of the execution of this Note Modification. I understand that this Note Modification becomes effective on the date on which this form is signed.



Accountholder

Date

Form Submission Options

- Fax: 512.495.9554
- Email: InvestmentUpdates@StrataTrust.com
- US Mail: PO Box 23149, Waco, TX 76702
- Overnight: 7901 Woodway Drive, Waco, TX 76712

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