



Year-End ACH Reset Request Form

*** Any ACH changes must be made by 2:00 PM CST at least 5 business days prior to your desired draft date ***

Please see the instructions below in order to change your ACH draw date for early payment:

1. Log into Northmarq’s Online Loan Info at <https://client.northmarq.com>.
2. Click on the ACH Payment Request tab and complete the form, selecting Change Recurring Payment Date.
3. After clicking **Approve**, enter your bank account information and payment draw date.
4. Verify the information entered is accurate and select Next to submit the request.
5. Complete and email this form to ACH@northmarq.com in order to reset your draw date to its original setting for future payments.

*****Please note that failure to send in the form will cause the draw date to remain set at the date you designated online*****

ACH was changed to draw on: _____ mm/dd/yy

Please reset the ACH for future payments to be drawn on: _____ mm/dd/yy

Northmarq Loan Number: _____

Borrower Name: _____

Billing Contact Name: _____

Billing Contact Email: _____ Billing Contact Phone: _____

I, an authorized representative of the above-named Borrower, have changed the ACH draw date online for the January debt service payment due for the above referenced loan. Please reset the draw date to the above referenced date for future debt service payments.

Signature: _____

Printed Name: _____ Date _____

Northmarq will pull the January debt service payment from your account on the date you designated within the Client Portal, after which we will reset your draw date. If you do not receive an email from a Northmarq representative by January 15 confirming the reset, please contact us at ACH@northmarq.com.