

# Year-End ACH Reset Request Form

Change must be made by 2:00 PM CST at least 2 business days prior to your desired draft date

Instructions to change your ACH draft date for early payment:

1. Log into NorthMarq's Online Loan Info at <https://northmarq.ficsloanstat.com/> (select **Borrowers** and you will be prompted to log in)
2. Choose **Payment Options** and click on **Auto Pay - Recurring Draft**
3. After clicking **Approve**, enter your bank account information and payment draft date
4. Verify the information entered and ensure confirmation is received showing the date change is saved
5. Complete and email this form to [ACH@northmarq.com](mailto:ACH@northmarq.com) in order to reset your draft date to its original setting for future payments

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

ACH was changed to draft on: \_\_\_\_\_ 12/dd/yyyy

Please reset the ACH for future payments to be drafted on: \_\_\_\_\_ 02/dd/yyyy

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 draft date online for the January debt service payment due for the above referenced loan. Please reset the draft date to the above reference 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 online, after which we will reset your draft 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](mailto:ACH@NorthMarq.com).