

Instructions for Completion of Notice of Mortgage Payment Change

1. Download the Excel file to your computer and save the file before using it.
2. To move through the areas on the form, please complete the requested information and then press TAB. You need only complete the shaded areas. Other areas of the form will be automatically completed by the computer.
3. Complete page one of the form first.
4. When completing section 2, please complete section 2B only if the payment change is based solely on an escrow payment adjustment. If you complete section 2B, the form will instruct you NOT to complete sections H and I.
5. When completing section 3, please include only forecast disbursements for the requested time period set forth on the form. Do NOT include a RESPA reserve. The form will calculate a RESPA reserve. Include all forecast escrow disbursements, whether or not cash is available in the escrow account.
6. When page one is complete, click on the green Excel worksheet tab at the bottom of the page. The tab reads "Loan History". Clicking on this tab will take you to page 2.
7. Page 2 is a loan history. The date ranges on the loan history are automatically created based on the information completed on page 1. When placing data onto the loan history, it should be placed in the time period in which the transaction actually occurred. For example, if a payment was received by the lender on April 15, but applied by the lender to a payment due on February 1, the payment should be shown only in the April 15 date range and should not be shown on February 1. The entire loan history must be completed from the commencement of the loan. If no data is placed in a field, the computer will treat the amount as \$0.00. Accordingly, you need not place \$0.00 in a field if there was no activity.
8. When completing the loan history, the form will require you to state the initial interest rate and the initial contractual payment amount. For convenience, the computer will assume that these amounts do not change. However, you should change these amounts as appropriate to reflect the contracts between the parties.
9. The data from page 2 is used by the computer to complete the calculations on page 1.
10. When the loan history is completed, click on the red Excel worksheet tab at the bottom of the page. The tab reads "Cover Sheet". Clicking on this tab will take you to page 1.
11. The form is now complete. You may print the form or review it on your screen. Print page 1 from page 1. Print page 2 by clicking on the green tab and then printing.