



NOTICE TO CANCEL PREAUTHORIZED BANK ACCOUNT PAYMENTS (ACH)

New Mexico Escrow Solutions Account Number: _____

I / We _____
Buyer(s)' Names

hereby request that New Mexico NM Escrow **CANCEL** the automatic withdrawal of payments from my/our bank account.

EFFECTIVE DATE (Must be at least 5 days prior to the payment being drafted): _____

I UNDERSTAND AND AGREE:

- Automatic withdrawals through my/our bank will be cancelled completely;
- If I/we wish to re-activate ACH withdrawals , a new ACH form will be required.
- It will be my/our responsibility to make the required payments through other means. Payments may be mailed or delivered to the NM Escrow’s office (address below on letterhead), made by phone (phone number below on letterhead; **additional fees apply**), or made through the on-line account portal (“My Note”) (**no charge**).

IMPORTANT INFORMATION:

- The on-line portal, “My Note”, may be accessed through the NM Escrow’s website, nmescrow.com, under the “My Account” tab.
- NM Escrow’s office/lobby hours are 8:00 am to 4:00 pm, Monday through Friday excluding holidays.
- For your convenience, there is a drop box located outside the office for after-hours payments.
- **NM ESCROW DOES NOT ACCEPT ANY CASH THROUGH THE DROP BOX OR IN THE LOBBY.**
- Please retain a copy of this signed form, initialed by a NM Escrow employee for your records.

IF THERE ARE MULTIPLE BUYERS, ALL BUYERS ON THE ACCOUNT MUST SIGN THIS FORM.

_____	_____	_____	_____
Buyer Signature	Date	Buyer Signature	Date

Name of Buyer Entity, if applicable: _____

For Office Use: _____ / _____ (Date and Initials of NMES employee <u>accepting</u> this Notice) For Office Use: _____ / _____ (Date and Initials of NMES employee <u>processing</u> this Notice)
