



Mortgage Payoff Form Checklist

Please use this form to request a Mortgage Payoff.

To speed the processing of your request, please follow these steps:

1. Complete the Payoff Request Form in its entirety. UNSIGNED or incomplete requests will not be processed.

2. Send your completed Payoff Request Form to DCU in one of two ways:

- Fax your completed form to: 866.947.1289

OR

- Mail your completed form to:

**Digital Federal Credit Union
Attn: Mortgage Servicing
220 Donald Lynch Boulevard
P. O. Box 9130
Marlborough, MA 01752**

What you can expect

Once you have submitted your completed form, allow three business days for the payoff figures to be computed and faxed to you.

Phone requests will not be processed.



220 DONALD LYNCH BOULEVARD • PO BOX 9130 • MARLBOROUGH, MA 01752-9130
800/328-8797 • WEB SITE • dcu.org • EMAIL • dcu@dcu.org

Mortgage Payoff Request Form

FAX COMPLETED FORM TO: MORTGAGE SERVICING FAX: 866.947.1289

Company/Attorney Name: _____ Contact: _____

Telephone #:(_____) _____ Fax #:(_____) _____

Borrower: _____

Co-Borrower: _____

Subject address: _____

Estimated Payoff Date: _____ (No further than 30 days in advance)

Account #: _____ SX# _____

Account #: _____ SX# _____

Account #: _____ SX# _____

Please check below:

IF PAYING A FIXED LOAN (*First Mortgage or Fixed Home Equity*)
PLEASE NOTE: All Tax Escrow funds will be frozen until payoff is received. No further tax disbursements will be made.

IF PAYING A HOME EQUITY LINE OF CREDIT (*and Fixed Portion(s), if applicable*)
PLEASE NOTE: by signing this I understand **my credit line will be frozen** as of this date and no further advances will be allowed. I authorize this loan to be **CLOSED** once the payoff funds are received.

If a Home Equity Visa Card has been issued on this line of credit it will be suspended as of this date. Any authorized purchases will post to line and will change the payoff amount.

I authorize Digital Federal Credit Union to release payoff figures to the above named company/individual for the account number(s) indicated

Member's signature: _____ Date: _____

IF HOME EQUITY LOAN IS TO BE SUBORDINATED I authorize Digital Federal Credit Union to release PAYDOWN figures to the above named company/individual for the account number(s) indicated once the Subordination has been authorized by your new lender.

Member's signature _____ Date _____