

Commercial Loan Payoff Form Checklist



Please use this form to request a Commercial Loan Payoff.

To complete this process, 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:
 - a. Email your completed form to: comservicing@dcu.org
 - b. Mail your completed form to:

Digital Federal Credit Union
Commercial Loan Servicing
PO Box 9130
Marlborough, MA 01752-9130

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.

Commercial Loan Payoff Form



Company/Attorney Name: _____ Contact: _____

Phone Number: _____ Email Address: _____

Member Number: _____

Borrower Name: _____

Co-Borrower Name: _____

Subject Address: _____

Proposed Closing Date: _____ (No further than 30 days in advance)

Account Number: _____ Loan Number: _____

Account Number: _____ Loan Number: _____

Comments:

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: _____