



BANKING – THE DCU WAY

## Mortgage Payoff Form Checklist

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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 the following ways:
  - a. Upload the form to DCU in Online Banking Account Manager by selecting Document Sharing/Storage in the left toolbar or
  - b. Fax your completed form to: 866.947.1289 or
  - c. 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

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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.



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Digital Federal Credit Union • 220 Donald Lynch Blvd.  
PO Box 9130 • Marlborough, MA 01752-9130

508.263.6700 • 800.328.8797 • dcu.org • dcu@dcu.org

**MORTGAGE PAYOFF REQUEST FORM**  
**Please Print**

**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: \_\_\_\_\_

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**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 \_\_\_\_\_