

# Real Estate Loan Written Payoff Request Form

SECU will only release a Payoff Statement to the borrower(s) or a person acting on the borrower's behalf with written authorization.

## 1. Requestor Information

Contact Name

Company/Organization

Contact Email

Contact Phone

Relationship to Borrower

*\*Note: If you are not a borrower or co-owner, proof of authorization must be submitted with the Payoff Request Form.*

## 2. Borrower Information

Last 4 of Loan Number

Last 4 of SSN

Borrower First Name

Borrower Last Name

Collateral Address

## 3. Method to Receive the Payoff Statement

Method of Receival

Fax Number / Email Address / USPS Address

## 4. Enter the Effective Payoff Date (max 30 days from current date)

Payoff Effective Date

## 5. Reason for Request

**\*\*If you are selling your primary residence, SECU recommends completing a USPS "Change of Address" [form](#) and providing the forwarding address.**

## Certification of Payoff Request and Digital Signature

*Acceptable forms of payment to pay off your loan are wire transfer, bank or personal check, money order, or certified check.*

*If payment is not received by the effective payoff date listed on the Payoff Request Form, you may need an updated Payoff Statement. Transactions received by 5:30 pm ET on a Credit Union business day will be processed same day. Transactions received after 5:30 pm ET or on a Credit Union non-business day will be processed the following business day. The requested Payoff Statement will be sent within 24–48 business hours of receipt of the Payoff Request Form.*

*No escrow disbursements will be made for ten (10) business days after the payoff effective date listed on the Payoff Request Form.*

*For Home Equity Lines of Credit, the right and ability to obtain additional loan advances may be suspended temporarily.*

*If you are paying off a Home Equity Line of Credit and would like to close the account, SECU requires written authorization from the borrower, Attorney, or other authorized third party to terminate the credit line and release the Deed of Trust.*

*Please contact us at (800) 438-1105 with any questions.*

Signature of Requestor

Signature Date

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