

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

Digital Federal Credit Union
Attn: Mortgage Servicing
853 Donald Lynch Boulevard
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.

Mortgage Payoff Request Form



Please Print

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)

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)

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 the line of credit 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 A 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