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HOME EQUITY LINE OF CREDIT (HELOC)
PAYOFF REQUEST & ACCOUNT INSTRUCTION FORM

Instructions

Complete this form to request either a paydown or a full payoff and closure of your HELOC. Please fill out all applicable fields. Inaccurate or incomplete information may delay processing.

Borrower Information

Primary Borrower Name: _____

Co-Borrower Name (if applicable): _____

Property Address: _____

City, State, Zip Code: _____

Mailing Address (if different): _____

Phone Number: _____

Email Address: _____

HELOC Account Number: _____

Request Type (Select Only One – Required)

☐ **Paydown Only (Keep HELOC Open)**

- Payoff statement requested to reduce balance
- HELOC remains open
- Future advances remain available

☐ **Payoff and Close HELOC Account**

- Payoff statement requested for full payoff and closure of account
- HELOC line of credit will be frozen or suspended upon receipt or processing of this request
- No further advances or transactions permitted
- Account will be closed upon full payoff
- Lien will be released in accordance with applicable law

Payoff Statement Request Details

☐ Per Diem Interest
☐ Written Payoff Statement- Good Through Date _____
☐ Wire Instructions

Delivery Method

☐ Email Address: _____
☐ Mail Address: _____
☐ Fax Number: _____

Account Authorization & Certifications

Third-Party Authorization (Optional)

☐ I/We authorize the third party listed below to receive payoff statements, account information, and related communications regarding this HELOC account.

☐ I/We understand this authorization is limited to payoff information only and does not grant authority to modify, transact on, or close the account.

Name/Company: _____

Email Address: _____

Phone Number: _____

Payoff Delivery Instructions: _____

_____

By submitting this form, the borrower(s) certifies and agrees:

- I/We are authorized borrower(s) on the HELOC account.
- The selected request type accurately reflects my/our intent.
- If requesting closure, I/we authorize the lender to freeze and block all advances pending payoff and closure processing.
- I/we understand payoff amounts are time-sensitive and subject to applicable interest, fees, and other charges.
- Upon receipt of full payoff funds, the lien will be released in accordance with applicable laws and timelines.
- I/we understand that any borrower may request a payoff statement; however, closure may require all borrowers'consent.

☐ I/We consent to receive communications electronically where permitted by law.

☐ I/We acknowledge that this request does not waive any rights or obligations under the loan agreement unless expressly stated.

Signatures

Primary Borrower Signature: _____ Date: _____

Co-Borrower Signature (if applicable): _____ Date: _____

Lender Use Only:			
Date Received:	_____	Processed By:	_____
Account Status Upon Receipt: ☐ Active ☐ Frozen		Payoff Statement Issued Date:	_____