



EXTERNAL REFINANCE VEHICLE PAYOFF LETTER

1630 King Street
Alexandria, Virginia 22314-2745
703-706-5116 • Fax 703-647-4802

PLEASE READ INSTRUCTIONS CAREFULLY

Dear Member:

To expedite the transfer of your vehicle loan to State Department Federal Credit Union, please fill in the blank sections of the following letter. You can obtain this information from your CURRENT LOAN COMPANY. Sign and mail to State Department Federal Credit Union, Attn: Consumer Lending Department at the address above, or fax the signed form to: 703-647-4802.

When your loan is approved, we will send the completed letter and a check to pay off your loan balance to your current loan company listed below. They will send your vehicle title to us.

Thank you for using the State Department Federal Credit Union.

Please print or type

Existing Creditor's Name and Tel. No.

Existing Creditor's Address

Please accept this check in the amount of \$ as final payment on loan account #
(current payoff balance, good for 15 days) (existing Lienholder's account number)

I understand that this amount is good through and that additional interest will accrue at \$ per day.

Thank you,

SDFCU Member's Printed Name SDFCU Member Signature SDFCU Account No.

VEHICLE INFORMATION:

Year Make Model Cylinders

VIN# Mileage

Body Style Color

ADDITIONAL EQUIPMENT:

Rear Entertainment System Navigation System Sunroof Theft Recovery System Automatic Transmission

Other

Current Loan Company:

Please forward the title of this vehicle, lien satisfied, to:

Attn: Title Clerk/Mortgage Servicing Department
State Department Federal Credit Union
1630 King St.
Alexandria, VA 22314-2745

Please call (703) 706-5241 if you have any questions.