

Dealer Payoff Worksheet

▶ Owner Information

OWNER NAME			
STREET ADDRESS	CITY	STATE	ZIP

▶ Vehicle Information

YEAR	MAKE	MODEL	VIN
TITLE STATE / TITLE #		TITLE TYPE Paper <input type="checkbox"/> Electronic <input type="checkbox"/>	

▶ Lienholder Information

LIENHOLDER NAME		
CONTACT PERSON	TELEPHONE #	
ACCOUNT#		
PAYOFF AMOUNT OWED	DATE QUOTED	QUOTE GOOD UNTIL DATE
ADDRESS TO MAIL PAYOFF		

▶ Mail to lienholder:

- ✓ Copy of completed DRT-1 form
- ✓ Guaranteed funds (see definition of guaranteed funds on the reverse side)
- ✓ Return express mail envelope: for paper title only if express mail service not provided by the lienholder

NOTE: If payoff is transmitted to the lienholder by EFT, the DRT-1 should be faxed to the lienholder. In this circumstance, check with the individual lienholder for specific instructions.

▶ Mailing Method

EXPRESS MAIL (FEDEX, UPS, DHL, ETC)	TRACKING #	DATE MAILED
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Additional information on reverse side.

▶ **Guaranteed Funds**

- Certified check
- Treasurer's Check
- Bank / Credit Union Check
- Cash
- EFT

Very Important: A dealer check is not considered guaranteed funds

▶ **Business Days**

- Monday – Friday (no holidays) – Dates the RMV is open for business
- Payoff timeframe begins the business day the payment is **received** by the lienholder. The title should be released within three(3) days after demand and, in any event, within ten (10) days.
- Mailing time is **not** included in the 3 or 10 day time period.

▶ **Document Receipt Information**

TITLE RECEIVED DATE

OR

LIEN RELEASE RECEIVED DATE

NOTES:
