STATE DEPARTMENT
FEDERAL CREDIT UNION

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.