

Loan Payment/Payoff Transmittal Form

This form is to be used for all non-payroll related loan payoffs. Receipt of this form in "good" order will enable your loan payoff to be processed in an accurate and timely manner. Loan payments/payoffs submitted which are not accompanied by a properly completed form may result in processing delays or the request may be returned to you unprocessed. Please be advised that no handwritten notes or instructions will be accepted or considered when this form is processed. Contact your plan administrator if you have any questions.

PARTICIPANT INFORMATION

Social Security Number _____

First Name _____ Last Name _____

Phone Number _____ Email Address _____

Plan Name _____ Plan Number _____

LOAN INFORMATION

Please check whether you are submitting a Loan Payment or a Loan Payoff.

Loan Payment (41) Loan Payoff (42)

Loan Number _____

Dollar Amount of Check _____

Date Sent to Trust (mmdyyy) _____

Submitted By:

Name _____ Date _____

FORM SUBMISSION INSTRUCTIONS

Mail the completed *Loan Payment/Payoff Transmittal Form* and original check made payable to Ascensus Trust to:

Ascensus Trust
 PO Box 10399
 Fargo, ND 58106-0399

Overnight Address
 Ascensus Trust
 1655 43rd Street South
 Suite 100
 Fargo, ND 58103

- NOTE:**
1. *Your check must be payable to Ascensus Trust.*
 2. *Please include the plan number on your check.*
 3. *If more than one loan amount/payoff is being sent, please use a separate Loan Payment/Payoff Transmittal Form for each request.*
 4. *If you are paying off the loan in full, notify the plan administrator or payroll coordinator to discontinue loan payment withholding from your wages.*