



**EXTERNAL REFINANCE VEHICLE PAYOFF LETTER**

1630 King St.  
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, with 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.