

# 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.*

<b>PARTICIPANT INFORMATION</b>	Social Security Number _____
	First Name _____ Last Name _____
	Phone Number _____ Email Address _____
	Plan Name _____ Plan Number _____

<b>LOAN INFORMATION</b>	Please check whether you are submitting a Loan Payment or a Loan Payoff.
	<input type="checkbox"/> Loan Payment (41) <input type="checkbox"/> Loan Payoff (42)
	Loan Number _____
	Dollar Amount of Check _____
	Date Sent to Trust (mmddyyyy) _____
	Submitted By: Name _____ Date _____

<b>FORM SUBMISSION INSTRUCTIONS</b>	Mail the completed <i>Loan Payment/Payoff Transmittal Form</i> and original check made payable to Ascensus Trust to:	
	<table border="0"> <tr> <td>Ascensus Trust PO Box 10399 Fargo, ND 58106-0399</td> <td><b>Overnight Address</b> Ascensus Trust 1655 43rd Street South Suite 100 Fargo, ND 58103</td> </tr> </table> <p><b>NOTE:</b> 1. <i>Your check must be payable to Ascensus Trust.</i>  2. <i>Please include the plan number on your check.</i>  3. <i>If more than one loan amount/payoff is being sent, please use a separate Loan Payment/Payoff Transmittal Form for each request.</i>  4. <i>If you are paying off the loan in full, notify the plan administrator or payroll coordinator to discontinue loan payment withholding from your wages.</i></p>	Ascensus Trust PO Box 10399 Fargo, ND 58106-0399
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