

OFFICE OF THE STANDING CHAPTER 13 TRUSTEE

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INSTRUCTIONS: Complete, print, and sign this form. Fax it to 609-587-9676 or scan and email it to payoff@RussoTrustee.com. Fields marked with a red asterisk (*) are required. Incomplete forms will not be processed.

PAYOFF REQUEST FORM

Date:* Case Number:* Judge:*

Debtor Name(s):*

I am the debtor(s) attorney.

I am the debtor or co-debtor.

<--- Relationship to this case (required).

I am requesting a payoff letter for the above referenced case because:

A sale or refinance is pending ^(see notes 1 & 3) **and:**

A motion to approve the sale/refinance has been filed with the court, docket #

A contract of sale or loan commitment is attached to this request

Inheritance/personal injury/other proceeds have been or will be received ^(see note 2) **and:**

A motion to approve settlement has been filed with the court, docket #

An estate accounting or settlement statement is attached to this request

Debtor(s) wish to pay the plan in full from 401K/pension/retirement/savings ^(see note 3) **and:**

A motion to permit financing has been filed with the court, docket #

An application for withdrawal of funds is attached

A family member/friend is gifting the funds to pay the plan in full, and:

Attached is a detailed explanation of the terms, source, and amount of funds being gifted.

Other: Attached is a detailed explanation of the source and amount of funds.

A payoff letter will be mailed to the debtor(s) within 7-10 days. If you are not the debtor(s) and also wish to receive a copy by fax or email, please provide the contact information below:

Requesting Party Name:

Fax Number:

Email Address:

If you wish to receive an **estimate** of your plan balance sooner, please refer to the case information available at the National Data Center: www.NDC.org.

Print and sign this form.

Signature of requesting party

Signature of requesting party

NOTES:

- 1. In the case of a sale, a court order authorizing sale must be obtained from the Bankruptcy Court.***
- 2. In the case of an inheritance/personal injury settlement, a Notice of Settlement must be filed in the Bankruptcy Court.***
- 3. In the case of a refinance or retirement loan, an order allowing post-petition financing must be obtained from the Bankruptcy Court.***