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CLOSEOUT DEPARTMENT
TELEPHONE: 901-818-5830
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REQUEST FOR PAY OFF OF CASE

I hereby request the trustee office of George W. Stevenson to provide the pay off of my case.

I UNDERSTAND:

- (1) **If refinancing and mortgage is in the plan we will need a signed HUD1. All checks must be made payable to George W. Stevenson, Trustee. Any checks not made payable to George W. Stevenson, Trustee, will not be accepted.**
- (2) **If not refinancing, make money order or cashier's check payable to George W. Stevenson, Trustee. If mortgage is in the plan please be aware it may be necessary to make further payments to the TRUSTEE for your mortgage. (Until you receive a letter from the Trustee telling you to make your ongoing mortgage payments directly to the mortgage company, continue to make your plan payments to the Trustee. Any excess funds will be returned to you upon discharge).**
- (3) I must have the Trustee's permission if I am borrowing to pay off my case.
- (4) **Refinancing:** YES _____ NO _____

Date: _____

Notes: _____

Case# _____ SS# _____

Signature: _____

Current Address: _____

Home Ph# _____ Work Ph# _____

After audit and review, the pay off on your case of this date is \$ _____.

THIS BALANCE IS GOOD FOR 10 DAYS. PLEASE MAIL this form to the Trustee's Office shown above. **DO NOT FAX.** Any questions concerning the pay off should be addressed to:

Case Worker: _____ Date: _____