Paying Off My Loan Early

Paying off your loan or making a one-time partial payment* is simple and can be initiated online.

To generate the form needed and begin the process clickhere or follow steps below.

1. Complete the online loan payoff form .

- Access the form by selecting **Plan Statements & Forms** and then selecting **Forms** from the menu.
- Select the Loan Payoff Request form and click Get Results.
- Once you have launched the form, view your outstanding loans and selectClick Here to Payoff This Loan for the loan ID you wish to submit a payment for.

Note: If you have multiple outstanding loans you will need to initiate the process for each loan individually.

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e Ben Sample, document has been generated to help you initiate a loan payoff, or principal payment of, your outstanding loan. Click ink below of the loan you wish to complete a payment for. by of the loan payment form will be sent to you for your records. Your Plan Sponsor will be notified to stop payroll ictions when your loan is paid off. payoffs may take five business days from receipt of your payment. Outstanding Loan(s): Initial Loan Current Loan Remaining ID Amount Balance Payments \$1,000.00 \$1,000.00 120 <u>Click Here To Payoff This Loan</u> u need any assistance with this request, please contact our Service Center at 888-762-6088 , Monday through Friday ham - 6:00pm ET) for guidance.	Participar Distribution \ Plan ID: 99997-(nt Loan Payment R Workflow Test Plan 203	Request Form		Sentinel Benefits
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2. Complete and Submit online form:

- You will be required to fill out your personal information as well as the payment type election.
- You may make a full or partial loan payment*.
- Once all required fields are completed, click**Submit**.

You will receive an email confirmation of your submission which will include a PDF copy of your request. The payment instructions (mailing address, how to make the check payable, etc.) are included within that PDF.

File Message Adobe	PDF Q Tell me what you want to do			
ClientCare@senti	nelgroup.com		0 :	2:30
Loan Payoff Req	uest Confirmation: Your Request Has Been Received			
Loan Payment Request Fo 47 KB	rm.pdf 💡			
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	Sentinel Benefits			
	Ben,			
	Your loan payment request has been received.			
	We have attached a copy of your loan payment request form for your records.			
	To complete your payment request, follow the below steps:			
	 Utilize the instructions in Section C of your attached request form for the information needed to complete your check. Please note, money orders are not accepted. 			
	2. Ensure the payment amount of your check matches the payment amount in Section B of your form.			
	 Mail your check to your Plan's retirement account using the mailing instructions provided in Section D. 			
	Loan Payment Details: Plan Name: Distribution Workflow Test Plan Loan ID: 2 Loan Payment Amount: \$1000.00 Loan Payment Selection: Full Request ID: 24270			
	Have a question? Log in to your account or contact us.			
	Sincerely,			
	Sentinel Benefits & Financial Group			
	Helpful Resource: Paying Off My Loan Early			
	Request ID: 24270			

3. Mail your loan payoff check to your plan's custodian.

- Send your check using the paying instructions provided on the form. Please allow a few days after your check is received at the custodian for processing.
 - Personal Checks: Any personal checks must be held for five full business days from the deposit date to ensure the check clears. The check will post to your online account on the sixth business day.
 - Bank Checks: Since these are live funds, bank checks can help expedite the processing by not requiring the hold time mentioned above. In order to do so, follow the instructions on the Loan Payoff Form AND send an image of the bank check to the Service Center by Contacting Us.

Note: Money orders are not accepted.

* Partial loan payments can only be made by active employees

