Paying Off My Loan Early

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

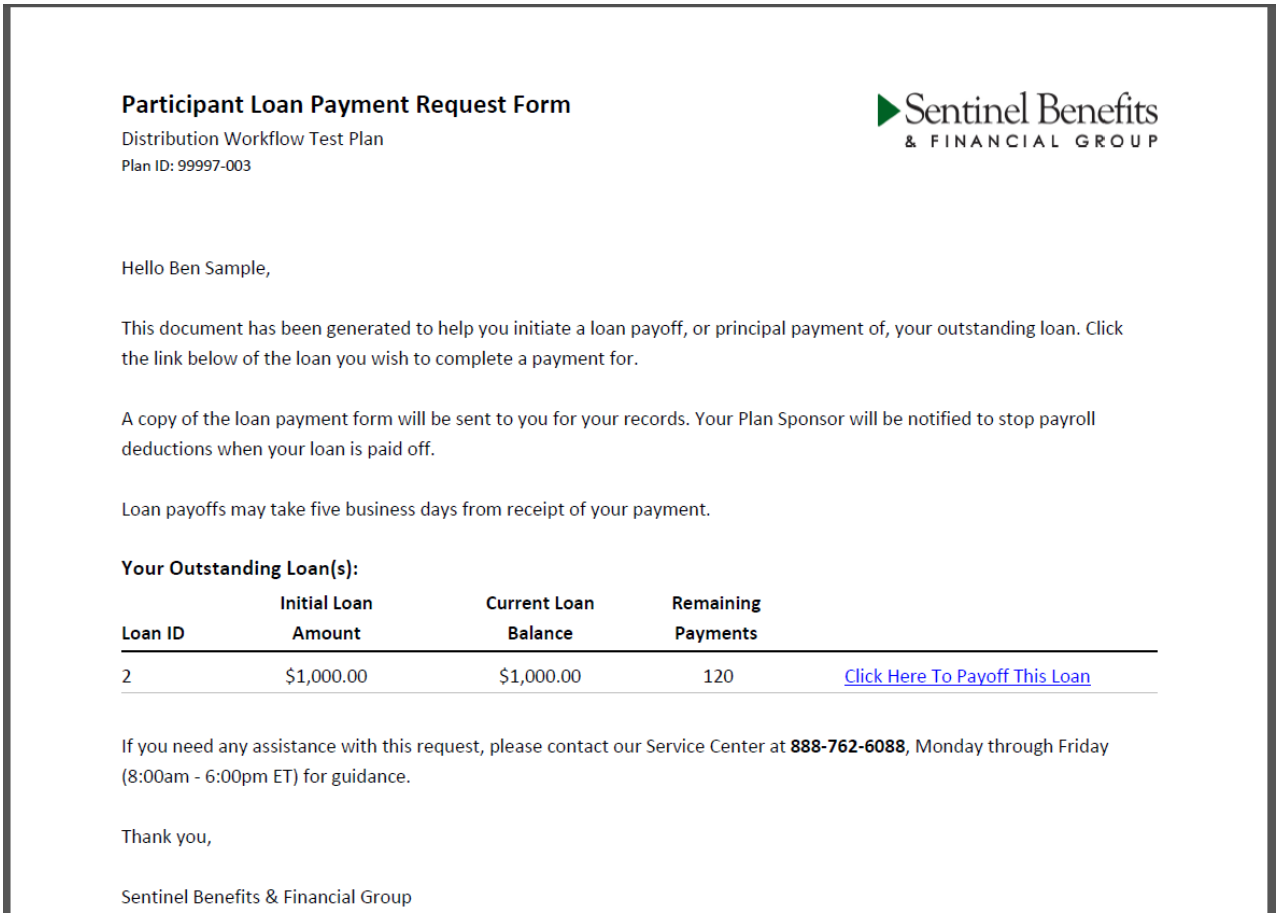
To generate the form needed and begin the process clickhere or follow steps below.

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 select **Click 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.





Participant Loan Payment Request Form

Distribution Workflow Test Plan

Plan ID: 99997-003

Sentinel Benefits & FINANCIAL GROUP

Hello Ben Sample,

This document has been generated to help you initiate a loan payoff, or principal payment of, your outstanding loan. Click the link below of the loan you wish to complete a payment for.

A copy of the loan payment form will be sent to you for your records. Your Plan Sponsor will be notified to stop payroll deductions when your loan is paid off.

Loan payoffs may take five business days from receipt of your payment.

Your Outstanding Loan(s):

Loan ID	Initial Loan Amount	Current Loan Balance	Remaining Payments	
2	$1,000.00	$1,000.00	120	Click Here To Payoff This Loan

If you need any assistance with this request, please contact our Service Center at **888-762-6088**, Monday through Friday (8:00am - 6:00pm ET) for guidance.

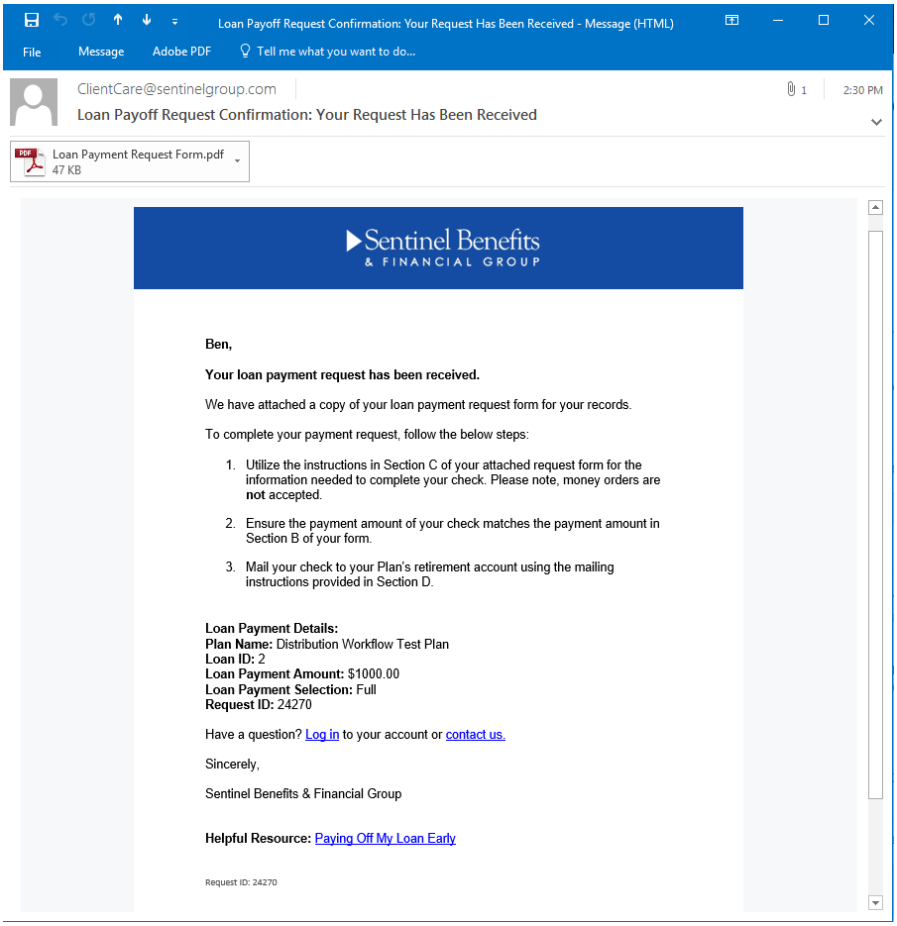
Thank you,

Sentinel Benefits & Financial Group

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.



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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.
    - Cashier Checks: Since these are live funds, Cashier 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. *In some cases a check image is required in order to expedite a loan payoff with a cashier check.

Note: Money orders are **not** accepted.

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* Partial loan payments can only be made by active employees
