

<p style="text-align: center;"><b>Regions Bank Home Equity Line of Credit Payoff Request Form Instructions</b></p>
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**1. PRINT AND FILL OUT THIS FORM**

Please complete all relevant sections of the Payoff Request form.

**2. SIGN**

Please remember to sign your Payoff Request form. We cannot process your Payoff Request without your signature OR a signed borrowers authorization form with your signature.

**3. SEND YOUR COMPLETED PAYOFF REQUEST FORM TO REGIONS BANK**

You can fax your completed Payoff Request form to 205-560-5845 or mail it to:

Regions Bank Consumer Loan Center  
Attn: Satisfaction Clerk  
2050 Parkway Office Circle, RCN-5  
Birmingham, AL 35244

**4. QUESTIONS?**

Call 1-800-896-6513.

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Checking one of the following options will indicate that the account will be closed and satisfied upon receipt of the payoff amount in immediately available funds and no future advances will be allowed. Regions will place a temporary hold on the account blocking the payment of checks, cash advances or credit card transactions associated with the account\*.

Refinance First Mortgage  Selling Home  Paying balance to zero /closing account

If you want a verbal quote to bring the line of credit to zero but still keep the account open please call 1-800-231-7493. Written quote processing turn around time is 24 – 48 hours.

\*The payoff quote will be subject to any transactions that have not posted at the time the quote is given, any preauthorized transactions, and any check or other payment made on the account that is returned unpaid or is rejected or reclaimed for any reason. Regions reserves the right to adjust the payoff amount accordingly. **If the account has not been paid in full within 10 days after the “good thru” date on the Payoff Statement, the hold on the account may be removed.**

ACCOUNT INFORMATION

ACCOUNT NUMBER: \_\_\_\_\_  
CUSTOMER NAME: \_\_\_\_\_  
SOCIAL SECURITY NUMBER: \_\_\_\_\_ ---- \_\_\_\_\_ ---- \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE NUMBER: ( \_\_\_\_\_ ) \_\_\_\_\_ ---- \_\_\_\_\_

**REQUESTED “GOOD THRU” DATE (Maximum 15 days)** \_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

CLOSING AGENT INFORMATION (If this information is completed, we will provide the Payoff Statement to the Closing Agent)

AGENT NAME: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE NUMBER: ( \_\_\_\_\_ ) \_\_\_\_\_ ---- \_\_\_\_\_ **FAX NUMBER:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
NEW LENDER NAME: \_\_\_\_\_ PHONE NUMBER: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Payoff request will not be processed without the customer’s signature or an attached borrower’s authorization form signed by the customer.

**If a faxed payoff quote is desired, a \$10.00 fee will be charged. By requesting a faxed payoff quote and signing below, you agree to pay this charge.** This fee will not be charged for property located in Louisiana, Tennessee, Missouri, Indiana, or Virginia. There is no fee or charge for mailing a payoff quote. If the quote is mailed, please allow up to seven days for delivery.

Check One:  Fax  Mail Fax completed request to: **205-560-5845**

Customer Signature: \_\_\_\_\_  
PLEASE PRINT PLEASE SIGN

If agent signs for customer here, a borrower’s authorization must be attached.

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**Information for paying account off**

You may make the payoff at a local branch. You can simply go through the Teller line. The payoff letter should accompany payoff check.

**If you are mailing a payoff check, send to:**

Regions Essentialine  
P.O. Box 1984  
Birmingham, AL 35201

Please include the payoff statement with the check.

**If you are forwarding the payment overnight send to:**

Regions Bank  
201 Milan Parkway  
Birmingham, Al. 35211

**Wiring Instructions:**

Regions Bank  
Birmingham, AL  
Routing Number: 062005690  
Attn: Bankcard Department Lakeshore Operations, ALBHMOPL03  
Purpose of wire: Equity Line Payment or Pay down  
Please also provide customer's name and account number

**If you requested a quote more than 7 days before the expected payoff date, then please request an updated quote on the day you plan to pay the account off.**

The payoff quote will be subject to any transactions that have not posted at the time the quote is given, any preauthorized transactions, and any check or other payment made on the account that is returned unpaid or is rejected or reclaimed for any reason. Regions reserves the right to adjust the payoff amount accordingly.