



CWA Savings & Retirement Trust
(#990500050)

LOAN PAYOFF AND REPAYMENT FORM

PARTICIPANT INFORMATION

Name: _____ Date of Birth: _____

Social Security Number: _____

Address: _____

City/State/Zip: _____

Email Address: _____ Phone Number: _____

INSTRUCTIONS TO SUBMIT LOAN PAYMENT

Below are procedures to **pay off** your outstanding loan balance or **submit missed payments**:

- Please email the CWA Trust Office at cwasrt@cwa-union.org or call the MassMutual Retirement Plan Information Line at 1-800-854-0647 to help you determine the current outstanding balance of your loan.
- Inform the CWA Trust Office that you will be sending in a loan payoff check. They will “freeze” your loan for up to 30 days, so no additional interest accrues while your payoff is in process. If your loan payoff is not received within the freeze period, interest will accrue from the original date that the “freeze” was placed on the loan.
- Make certified check, money order or cashier’s check payable to “CWA SRT F/B/O *your name*”.
- Return loan payment along with this Form directly to the CWA Trust Office at the address below.

LOAN PAYMENT INFORMATION

- Loan Payoff:** Enclosed is a certified check, money order, or cashier’s check in the amount of \$ _____ to pay off my outstanding loan balance in full. Loan id # _____
- Missed Loan Payments:** Enclosed is a certified check, money order, or cashier’s check in the amount of \$ _____ to make up for missed loan payments. Loan id # _____

PARTICIPANT SIGNATURE

Participant’s Signature _____ Date _____

Return Form along with your loan payment to:

CWA Savings & Retirement Trust
c/o Sun Trust Bank
PO Box 79883
Baltimore, MD 21279-0883