

Request a payoff estimate when the loan is ready to be paid off. A payoff cannot be requested if a pending inspection or draw exists, and once the payoff has been processed, no additional inspections or draws can be requested. Ensure you will not need any additional draws or inspections prior to requesting a payoff.

1. While viewing an individual loan, click “Request Payoff” on the right-hand side of the window
2. Click “Request Payoff” and select to receive a payoff estimate or pay off the loan

*Note: If “I’m ready” is selected, the loan will immediately be frozen so all activity stops*

3. Enter additional comments, if necessary
4. Click the “Submit Request” button



For resources and more information, visit  
[www.ValleyBankHelena.com](http://www.ValleyBankHelena.com)

