

Plan #: Social Security #: Employee Name: **I. Enter Loan Prepayment Amount**

I wish to prepay the entire loan balance currently outstanding under my account.

**\*NOTE:** A certified check, cashier check or money order (no personal checks) made payable to: **State Street Bank and Trust** equal to the total identified below must accompany this form. The original loan check cannot be accepted as prepayment of a loan. Please include your Plan Number on the check.

Prepayment Amount: \$ 

**Important! Please contact ADP Retirement Services at 1-888-801-3534 for an exact loan payoff. Representatives are available Monday through Friday, 9 A.M. to 5 P.M. E.T.**

**Regular Mail:**  
ADP NJ CRS  
P.O. Box 13399  
Newark, NJ 07101-3399

**Overnight Mail:**  
ADP C/O FIS  
Attention: Lockbox 13399  
Lockbox Dept Suite 201  
101 Woodcrest Road  
Cherry Hill, NJ 08003

**II. Acknowledgement and Signature**

Signature of Employee/Participant

Date

Name of Housing Agency

Daytime Phone Number

If you would like to take out a new loan please contact ADP Retirement Services at 1-888-801-3534. Representatives are available Monday through Friday, 9 A.M. to 5 P.M. E.T.