



FINANCE DIVISION

City of Huntington
Finance Division
P.O. Box 1659 | Huntington, WV 25717
(304) 696-5540, option 4
finance@huntingtonwv.gov

Account Payoff Request Form

Customer Information

Name: _____ Date: _____

Account Number(s): _____

Property Address: _____

Delivery Preference

How would you prefer to receive your payoff letter? Please check the appropriate box and provide the information in the space below: ☐ E-mail ☐ Mail ☐ Pickup

Address for Payoff: _____

Third-Party Copy

Would you like a copy of this payoff letter sent to another individual or entity? ☐ No ☐ Yes*

*If yes, provide mailing address or e-mail: _____

Request Statement

Please issue a written payoff statement good through the date of _____
for the above-mentioned account(s). I understand that your office will verify if any liens are recorded. If
I'm aware of the following lien(s) and have provided the Book & Page information below (optional):

Signature: _____ Date: _____

For Office Use Only

Book/Page: _____ Lien Date Filed: _____

Notice on Lien: _____ Amount on Lien: _____

☐ Payoff Completed ☐ Letter Sent **Processed By:** _____ **Date:** _____

Notes: _____
