



MIKE DEWINE

★ OHIO ATTORNEY GENERAL ★

Payoff Information and Forms

The Ohio Attorney General's Collections Enforcement Section is implementing the following procedures for title companies to obtain payoff information on debts certified to it for collection:

All routine requests for payoff balances should be submitted in **WRITING** by mail or by **FAX**. (As is currently required, the written consent of the debtor/taxpayer must accompany the request. If the written consent of the debtor cannot be obtained, the request will be referred to one of our Assistant Attorneys General.)

As of October 15, 1997, Collections Enforcement personnel will not be able to respond to telephone inquiries for payoff balances; in addition, all written requests for payoff balances will be handled by a special staff at Collections Enforcement from that date forward.

Every effort will be made to process all properly submitted written requests which are accompanied by the required consent, within 3 business days of receipt. Based on the search criteria provided in the request, we will conduct a search of our records to identify certified debts owed by the taxpayer for which liens may be recorded prior to closing. Our written response will be returned via fax (or by mail if preferred). We will make every effort to accommodate time-sensitive requests but will be unable to guarantee a response sooner than 3 business days. Also, requests referred to an Assistant Attorney General (because the written consent cannot be provided) will usually involve a much longer processing time.

Forms for requesting information and supplying the debtor's consent will be available through the Ohio Land Title Association, the Ohio Association of Realtors, Collections Enforcement's portion of the Attorney General's web site (www.ag.state.oh.us), and the Collections Enforcement Section.

A dedicated fax number (614-644-7106) is available to expedite your requests for payoff information. If you wish to make your requests by mail rather than by fax, our mailing address is Collections Enforcement, Attn. Payoff Staff, 150 E. Gay St., 21st Fl., Columbus, OH 43215. Mail and fax requests will receive the same priority treatment.

Request Forms for Payoff Information:

It is recommended that you use the Microsoft Word versions of the form -- the document contains both pages of the form.

However, if you are not able to use either of these files, you may use the PDF version. *If you choose to use the PDF version, please be sure to print both pages of the form prior to filling out the form.*