Extra payment instructions worksheet

Prepare a principal-payment instruction and confirmation log.

DATE / QUOTE DATE

RECORD YOUR FIGURES AND QUESTIONS

Loan and servicer reference

Extra payment amount

Date and regular payment status

Payment allocation instruction

Prepayment terms to verify

Confirmation and next statement

QUESTIONS TO RESOLVE

- [ ] Did the servicer explain how extra funds are applied?
- [ ] Is the normal scheduled payment still required?
- [ ] Will the next statement confirm the allocation?

NEXT ACTION / WHO TO CONTACT / FOLLOW-UP DATE

Official background: https://www.consumerfinance.gov/consumer-tools/

fintoku.com/resources/loan-library/

Use current written terms. This worksheet organizes your notes; it does not calculate approval or eligibility.