How to Pay your 403(b)/401(k) Loan off Early

If you wish to repay your loan in full, call Diversified Investment Advisors (DIA) at 1-800-394-5240, option 2, to determine the exact amount that is due. Alternatively, you can log into your account at https://retirementprogram.trinity-health.org. (The information can be found by selecting: Transactions/Loans/Loan Activity). DIA must receive the payoff amount within 10 days, using one of the methods indicated below. If we receive payment for less than the payoff amount, or after 10 days, your payment will be applied as part of your regular loan amortization schedule and your loan will not be fully paid off. You will remain responsible for the unpaid balance.

Be sure to notify your payroll office when you pay off your loan so they can stop the deductions from your check.

On-Line Bill Payment:
You can pay off your loan off easily and efficiently through online bill payment from your bank, brokerage or other financial institution’s website. Go to your financial provider’s website and set up the following payee (make sure to note the loan number, not the contract number):

Diversified Loan Processing Center
Remittance Processing Center
PO Box 13695
Newark, NJ 07188-0695

Payment by Cashier’s Check or Money Order:
- Make the check payable to Diversified
- Write the loan number on the memo line of the check or money order

Mail the check along with a printed copy of this page to:

Regular Mail:
Diversified Loan Processing Center
Remittance Processing Center
PO Box 13695
Newark, NJ 07188-0695

Overnight Mail:
JP Morgan Chase-Lockbox Processing
Lockbox No. 13695
4 Chase Metrotech Center, 7th Floor East
Brooklyn, NY 11245

Your full loan payoff will be invested according to your current allocation choices. (If you don’t have an investment allocation on file, your loan payoff amount will go into your plan’s automatic “default” fund. Your loan should showed “paid” within 3-5 business days of receipt of your funds. If you have any questions, please call your onsite Diversified Retirement Plan Specialist or a Diversified representative at 1-800-394-5240, Option 2.

The role of the on-site Diversified Retirement Plan Specialist is to assist you with your savings and investment plan. There are no fees or commissions for meeting with your on-site Diversified Retirement Plan Specialist. On-Site Diversified Retirement Plan Specialists are registered representatives with Diversified Investors Securities Corp. (DISC). Diversified Retirement Corporation is affiliated with DISC, 440 Mamaroneck Avenue, Harrison, NY 10528. Diversified Retirement Corporation and DISC are not affiliated with Trinity Health.