



**LOAN NOTICE OF ERROR / REQUEST FOR INFORMATION FORM**

**Please mail to RCB's Loan Servicing Department at:  
180 Haven Street, Reading, MA 01867**

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If you believe an error has occurred on your loan, or you would like to request information regarding your loan account please complete the information below.

Borrower(s) Name: \_\_\_\_\_

Borrower(s) Mailing Address: \_\_\_\_\_

Phone Number: Home/Work/Cell - (circle one) \_\_\_\_\_

Best Time to Call: Morning/Afternoon/Evening (circle one) \_\_\_\_\_ (comment)

Alternative Phone: Home/Work/Cell - (circle one) \_\_\_\_\_

Best Time to Call: Morning/Afternoon/Evening (circle one) \_\_\_\_\_ (comment)

Email Address: \_\_\_\_\_

Property Address (if different from mailing address)

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Regarding my loan account, I would like to request the following information or make the bank aware of the following error (Describe Below).

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Please provide a brief description of any previous attempts, if any, to obtain information or resolve the error referenced above:

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By signing below I acknowledge that I am the primary or joint borrower on this loan, and I am the person making the above request.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Account Number  
Or

\_\_\_\_\_  
Social Security Number