



Dealer Contract Funding Checklist

Required Dealer Documents

- Retail Installment Sales Contract – signed by all borrowers, assignment section completed by an authorized signer.
- Odometer Statement
- Agreement to Provide Insurance
- Ancillary Products (Gap, Service Contract, Credit Life Disability, etc.).
- Title of Application / Proof of Lienholder – Credit Union 1 as lienholder. All borrowers must be listed.
- Credit application – signed
- Credit score disclosures – signed
- Membership Application
- Auto Pay Form for rate discount (already factored into rate sheet)
- Book sheet – Used vehicles NADA Clean Trade / Dealer Invoice – New vehicles
- Driver's License photocopy

Contract Address	Payment Address	Insurance Information	Email for Stipulations
Credit Union 1	Credit Union 1	Credit Union 1	indirectlending@creditunion1.org
Attn: Indirect Lending	2651 Paseo Verde Pkwy	PO BOX 22502	
450 E 22 nd St. Suite 250	Henderson, NV 89074	Fort Worth, TX 76124	
Lombard, IL 60148			
Lienholder Information -Credit Union 1 200 E. Champaign Ave Rantoul, IL 61866			

Required Member Documents (if requested by Analyst)

Proof of Insurance (must be verifiable, continuous period. No temporary binders.)

Additional Stipulations requested by Analyst

Proof of Residence (utility bill, credit card statement or bank statement within 30 days of contract reflecting the address on credit application). *Required if driver's license does not match credit application.

Proof of Income (must be verifiable and dated within 30 days of the contract date)