

Credit Union 1

Dealer Contract Funding Checklist

Required Dealer Documents

- ☐ Valid Driver's License - Clear copy of and unexpired driver's license. A temporary secure paper license must be accompanied by the expired driver's license.
- ☐ Credit application - Signed by all applicants. Signature must match Driver's License.
- ☐ Retail Installment Sales Contract – signed by all borrowers, assignment section completed by dealership.
- ☐ Title of Application / Proof of Lienholder – Credit Union 1 as lienholder. All borrowers must be listed. Title application can't be accepted with alterations or white out.
- ☐ Odometer Statement - Signed by borrowers and dealership.
- ☐ Buyers Order/Bill of Sale - must be signed by customer and dealer. Must match contract figures.
- ☐ CU1 Agreement to Provide Insurance - Signed and completely filled out. \$1k Maximum deductible.
- ☐ CU1 Membership Application - must be signed and completely filled out for each applicant.
- ☐ CU1 Welcome Letter - must be signed and completely filled out.
- ☐ Book sheet – Used vehicles NADA Clean Trade / Dealer Invoice – New vehicles
- ☐ Signed Credit score disclosure/Risk Based Pricing - Must be signed by borrower(s).
- ☐ Ancillary Products (Gap, Service, Credit Life Disability, etc.). - copy of each product must be provided.
- ☐ Resident Alien checked on the membership application requires a W9. - Must be signed and completed.

*** CU1 has a new ATPI, membership application and welcome letter. All are loaded in DealerTrack and RouteOne.**

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

Required Member Documents (if requested by Analyst)

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

Additional Stipulations may 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)

If a deal is returned three times times within 7 business days for missing documentation, a handling fee will be assessed: \$25.00 for electronic packets - \$35.00 for mailed packets (\$25 handling fee + \$10 FedEx fee)