



Loan Application Checklist

WE WILL NOT BEGIN PROCESSING YOUR LOAN UNTIL
WE HAVE ALL OF THE NECESSARY DOCUMENTS.

For ALL Types of Loans: All sections must be COMPLETELY filled in!

PAID CLOSE ATTENTION TO THE FOLLOWING:

- ☐ Amount Requested
- ☐ Desired Length of the Loan
- ☐ Repayment Option (Choose only **ONE** option by checking the appropriate box)
- ☐ Check box for Unsecured OR Vehicle Loan under Proceeds of the Loan and ADD DESCRIPTION
- ☐ Be sure to include a **PERSONAL** email address
- ☐ Details of Employment - Fill out all sections of Employment Details
- ☐ List Name and **PHONE NUMBER** of Next-of-Kin Not Living with You
- ☐ Enter Assets/Debts including Bank Name & Balance and Rent/Mortgage Payments
- ☐ SIGNATURE(S) of all parties on the loan
- ☐ Proof of Income (Current pay stubs, W-2 or Current Year Tax Returns)
- ☐ Proof of Income is also required for Co-Signer

New or Used Vehicle Purchased from a Dealer

- ☐ Copy of the Bill of Sale from the Dealer - Needed **BEFORE** we can process the loan
- ☐ List any extra options on the vehicle (Used Vehicle - List the MILEAGE)
- ☐ Fax Bill of Sale to the Credit Union at (940) 399-0149

Used Vehicle Loans - Purchased from a Private Party

- ☐ List the Make, Model, Year/Level and VIN Number & any extra options on the vehicle (i.e. wanted)
- ☐ Include the name of the Seller who the check will be payable to
- ☐ Copy of the Bill of Sale
- ☐ List the MILEAGE on the vehicle
- ☐ Copy of the Title

Refinancing Your Vehicle Loan

- ☐ List the Make, Model, Year/Level and VIN Number & any extra options on the vehicle (i.e. wanted)
- ☐ Include the Name, Phone Number and Account Number of your **CURRENT** lender so that we can verify the payoff amount
- ☐ List the MILEAGE on the vehicle

Unsecured Signature Loans / For example: Debt Consolidation, Home Repairs, etc. /

- ☐ Check the box for the SPECIFIC REASON for the loan (if "Other", fill in the reason for the loan.)
- ☐ For Debt Consolidation Loans - List the name(s) of the Credit(s) AND amounts **paid to each** (i.e. credit card company). All loan checks will be payable to the Credit(s).

QUESTIONS? Call us at (940) 399-0149

