

Credit Union 1

Dealer Contract Funding Checklist

Required Dealer Documents

- Valid Driver's License photocopy
- Signed Credit application
- Retail Installment Sales Contract – signed by all borrowers, assignment section completed by an authorized signer.
- Title of Application / Proof of Lienholder – Credit Union 1 as lienholder. All borrowers must be listed.
- Odometer Statement
- Buyers Order/Bill of Sale
- CU1 Agreement to Provide Insurance (2 page form)
- CU1 Membership Application (2 page form)
- CU1 Welcome Letter (2 page form)
- Book sheet – Used vehicles NADA Clean Trade / Dealer Invoice – New vehicles
- Signed Credit score disclosure(s)
- Ancillary Products (Gap, Service Contract, Credit Life Disability, etc.).
- Auto Pay Form (if applicable)
- W9 required if Resident Alien Status is checked on the membership application

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