



Funding Package Checklist

Required Dealer Documentation Loan are processed in the order received, **BASED ON RECEIPT OF ALL REQUIRED DOCUMENTS.**

- ☐ **KLA Call Back Sheet** with Application Number
- ☐ **Contract** – Borrower Names(s) and address(es) must match current driver's license information EXACTLY as shown on DL.
- ☐ **New Member Application** – All buyers must sign both the **TIN CERTIFICATION AND BACKUP WITHHOLDING INFORMATION** and the **AUTHORIZATION** sections.
- ☐ **Current Driver's License** – **CLEAR** copy (including picture) / Name(s) and address(es) must exactly match all documents.
- ☐ **DL Expiration Date MUST BE the Day after DOB. IF IT IS NOT the DAY after DOB, additional documentation will be required. NO PA ID IN LIEU OF VALID DRIVER'S LICENSE WILL BE ACCEPTED WITHOUT PRIOR APPROVAL**
- ☐ **Signed Credit Application** – eSignatures require audit trail documentation validating identity of signer.
- ☐ **Agreement to Provide Insurance** – Must include CU name & Loss payee address as shown below, agent name, phone, & policy #.
- ☐ **Titlework** – MV-1 with Credit Union FIN, Name and Address, ELT State Summary Sheet, OR Letter of Guaranty with MV-4.
- ☐ **Odometer Statement** – Required for Preowned vehicle if miles are not shown on proof of lien documents or Purchase Order.
- ☐ **Invoice or Wholesale Bookout** – Must include VIN / 'Like Invoice' on Current Model Year Preowned when NADA not available.
- ☐ **Signed Buyers Order** – Back-end premiums must be disclosed.
- ☐ **Proof of Any Products or Accessories Sold** – Back-end contracts must list Credit Union as Lienholder, be signed by buyer and be disclosed on the purchase order. **Invoice required for all accessories.**
- ☐ **Deal Specific Stipulated Requirements** – Refer to Approval / Counteroffer for detailed requirements if any.

Contracts requiring follow up and/or Returned contracts may be assessed additional fees.

Lienholder Information

	Title Information	Loss Payee Information	Contact Information
	Discovery FCU 2744 Century Blvd Wyomissing, PA 19610 FIN: 23138564601	Discovery FCU 2744 Century Blvd Wyomissing, PA 19610	610-372-8010 www.discoveryfcu.org
	Title Information	Loss Payee Information	Contact Information
	Hershey FCU 232 Hershey Road Hummelstown, PA 17036 FIN: 23149145701	Hershey FCU 232 Hershey Road Hummelstown, PA 17036	717-533-9174 www.hersheyfcu.org
	Title Information	Loss Payee Information	Contact Information
	Lanco FCU 349 West Roseville Rd Lancaster, PA 17601 FIN: 23173315701	Lanco FCU 349 West Roseville Rd Lancaster, PA 17601	717-569-7180 www.lancofcu.com
	Title Information	Loss Payee Information	Contact Information
	PA Central FCU 959 East Park Drive Harrisburg, PA 17111 FIN: 23137791501	PA Central FCU 959 East Park Drive Harrisburg, PA 17111	717-564-4661 www.pacentralfcu.com
	Title Information	Loss Payee Information	Contact Information
	Riverfront FCU 2609 Keiser Boulevard Wyomissing, PA 19610 FIN: 23138553601	Riverfront FCU PO Box 924614 Fort Worth, TX 76124	610-374-8351 www.riverfrontfcu.org
	Title Information	Loss Payee Information	Contact Information
	Susquehanna Valley FCU 3850 Hartzdale Drive Camp Hill, PA 17011 FIN: 23171384301	Susquehanna Valley FCU PO Box 25242 Fort Worth, TX 76124	717-737-4152 www.svfcu.org