

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 Belco Community CU 449 Eisenhower Blvd Harrisburg, PA 17111 FIN: 23138099701	Loss Payee Information Belco Community CU 449 Eisenhower Blvd Harrisburg, PA 17111	Contact Information 717-232-3526 www.belco.org
	Title Information Discovery FCU 2744 Century Blvd Wyomissing, PA 19610 FIN: 23138564601	Loss Payee Information Discovery FCU 2744 Century Blvd Wyomissing, PA 19610	Contact Information 610-372-8010 www.discoveryfcu.org
	Title Information Hershey FCU 232 Hershey Road Hummelstown, PA 17036 FIN: 23149145701	Loss Payee Information Hershey FCU 232 Hershey Road Hummelstown, PA 17036	Contact Information 717-533-9174 www.hersheyfcu.org
	Title Information Lanco FCU 349 West Roseville Rd Lancaster, PA 17601 FIN: 23173315701	Loss Payee Information Lanco FCU 349 West Roseville Rd Lancaster, PA 17601	Contact Information 717-569-7180 www.lancofcu.com
	Title Information PA Central FCU 959 East Park Drive Harrisburg, PA 17111 FIN: 23137791501	Loss Payee Information PA Central FCU 959 East Park Drive Harrisburg, PA 17111	Contact Information 717-564-4661 www.pacentralfcu.com
	Title Information Riverfront FCU 2609 Keiser Boulevard Wyomissing, PA 19610 FIN: 23138553601	Loss Payee Information Riverfront FCU PO Box 924614 Fort Worth, TX 76124	Contact Information 610-374-8351 www.riverfrontfcu.org
	Title Information Susquehanna Valley FCU 3850 Hartzdale Drive Camp Hill, PA 17011 FIN: 23171384301	Loss Payee Information Susquehanna Valley FCU PO Box 25242 Fort Worth, TX 76124	Contact Information 717-737-4152 www.svfcu.org
 eContracting now available!	Fuse Dealer Portal for documents or Mail Contracts to: Keystone Lending Alliance, LLC. 6021 Wallace Road Ext., Suite 100 Wexford, PA 15090		 eContracting now available!