Dealer loan packet checklist

Instructions: To ensure all necessary STCU loan documents are completed at the dealership, please refer to the checklist below. Additional dealer documents can be found on our website at www.stcu.org/dealer.

If applicable, include the following documentation

- ☐ Dealer Track/Route One/CUDL approval sheet with all stipulations satisfied
- ☐ Loan Membership Agreement - Indirect (completed original)
- ☐ Agreement to Provide Insurance & copy of insurance card
- ☐ Credit application, including *signed and dated* original with mailing address
- ☐ Copies of valid driver's licenses for all borrowers
- ☐ Retail Installment/Law Contract (include original dealer-signed copy)
- ☐ STCU Addendum to Retail Installment Contract completed for all deals
- ☐ Risk Based Pricing Notice
- ☐ Purchase agreement/purchase order completed for all deals
- ☐ Warranty and Gap contracts
- ☐ JD Power and Associates valuation sheet (VIN must be displayed)
- ☐ Vehicle Title Application with STCU listed as lienholder and dealer signature
- ☐ UCC filing for qualifying collateral
- ☐ Esign consent or Docusign supporting documents
- ☐ Have all stipulations been satisfied?