



Michigan Dealer Funding Checklist

Applicant/Co-Applicant Name: _____

Approval Number: _____

The following documents are required for contract funding:

- Approval Sheet from Global Lending Services.
- Original simple interest Retail Installment Contract assigned to Global Lending Services
- Book Out Sheet for the specific VIN contracted (used) or Dealer Invoice (new).
- Buyers Order/ Bill of Sale.
- Credit Application signed by customer(s).
- Photocopy of valid U.S. Driver’s License (for all signers).
- Proof of Income (must be within 30 days of contract date):
 - W-2 Employees: most recent paystub dated within 30 days of contract date
 - SSI / Disability / Pension: valid award letter supported by last 3 months bank statements
 - Child Support / Alimony: state agency or court order with expected payments covering term of loan and supported by last 3 months bank statements
- Proof of Residency (must be within 30 days of contract date):
 - **Any ONE** of the following:
 - Electric Bill, Gas Bill, Water Bill, Cable Bill, Internet Bill, or Garbage Bill, tying a service to the customer’s physical street address.
 - OR
 - **Any TWO** of the following:
 - Bank statement, cell phone bill (NO pre-paid), credit card statement, driver’s license, or paystub verifying customer’s physical street address.
- Title/ Lien Perfection Requirements:
 - Completed and Signed Title Application listing Global Lending Services as Lienholder, **and**
 - Separate Odometer statement (if an odometer field is not present on the Title Application).
- Agreement to Provide Insurance form signed by the applicant(s) **and** a copy of a Valid Insurance Card.
- Personal References with complete name, phone number, and relationship. **Minimum of 3 required.**
- Copies of all purchased Ancillary Product Certificates (GAP and Warranty). **Warranty must be a minimum of 24 months/ 24,000 miles.**
- Additional Stips as listed on approval.

***If these documents are not included with the contract package, or received within 5 days of the package receipt, this contract will be returned to the dealer. ***

<p><u>Lienholder Address:</u> Global Lending Services 3268 Progress Way Wilmington, OH 45177</p>
<p><u>FedEx Funding Address:</u> Global Lending Services 4054 Willow Lake Blvd, Suite 2089 Memphis, TN 38153</p> <p><small>Note: Only FedEx packages sent to this zip code will arrive prior to 4:30 AM CST (zip code must be accurate for early delivery)</small></p>

<p><u>Insurance Binders:</u> Global Lending Services PO BOX 10856 Greenville, SC 29603</p>
<p><u>UPS or USPS Funding Address:</u> Global Lending Service 4054 Willow Lake Blvd, Suite 2089 Memphis, TN 38118</p>

Funding Fax Line: 866-467-9185

Funding Phone: 877-538-2071