



RETAIL CHECKLIST

MEMBER NAME: _____

APPLICATION #: _____

- LOAN CONTRACT- With all signatures and initials
 - Contract must be assigned to MSUFCU
 - “Assigned without recourse” box must be checked
- MSRP/INVOICE (new vehicles) or NADA/JD POWERS (for used vehicles)
- SIGNED CREDIT APPLICATION
- SIGNED AGREEMENT TO PROVIDE INSURANCE FORM or PROOF OF INSURANCE - Applicant must be listed on policy
- APPLICATION FOR TITLE (RD-108)
 - Lienholder: MSU Federal Credit Union - 3777 West Rd, East Lansing, MI 48823
- VALID STATE DRIVERS LICENSE or STATE ID CARD or LEGAL ID
 - Must have current address. If not, proof of address is required.
- MEMBERSHIP APPLICATION – required for ALL deals (members and non-members)
 - Check eligibility box
 - Check citizen status box
- WARRANTY/GAP/OTHER BACKEND PRODUCTS (if applicable)
 - Signed documentation showing price.
- INVOICES FOR DEALER INSTALLED OPTIONS (if applicable)
- REQUIRED STIPS - Ex: Residency documentation, proof of income, etc.

ALL REQUIRED DOCUMENTS MUST BE INCLUDED. IF YOU DO NOT HAVE ALL REQUIRED DOCUMENTS, DO NOT SEND THE DEAL UNTIL YOU HAVE A COMPLETE FUNDING PACKET.

DOCUMENTS MAY BE SENT BY FAX FUNDING TO 877-721-3684.