



<h2 style="margin: 0;">New York</h2> <h1 style="margin: 0;"><u>Documentation Check Sheet</u></h1>

Credit Union: _____

Member Name: _____ **Date:** _____

Dealership: _____

Contact Person: _____ **Phone:** _____

TO CREDIT UNION:

- _____ Signed Credit Application
- _____ Member In Good Standing Statement
- _____ Retail Installment Sales Contract (RIC) (Form 553 NY) assigned to the Credit Union with “Assigned without recourse” box selected or any other approved (RIC) assigned without recourse
- _____ Agreement to Furnish Insurance Form. Maximum Deductible is \$500.00
- _____ Invoice or Book Out Sheet
- _____ Notice To Co-signer (if applicable)
- _____ Proof of Down Payment (if deferred, it must be paid prior to disbursement)
- _____ Copy of applicant’s and any co-applicant’s valid driver’s license
- _____ Copy of Department of Motor Vehicles paperwork
- _____ Copy of CUDL Approval
- _____ Documentation Check Sheet
- _____ Copy of Guaranteed Auto Protection (GAP) policy, if sold
- _____ Copy of Warranty, if sold

TO MEMBER:

- _____ Copy of the CUDL approval attached to the member’s documentation
- _____ “Congratulations on Your Car Purchase” letter

Upon final review/approval, the Credit Union will disburse funds and administrative fee via ACH in accordance with the Dealer Agreement