



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

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) assigned to the Credit Union with “Assigned without recourse” box selected
- _____ Agreement to Furnish Insurance Form. Maximum Deductible is \$500.00
- _____ Invoice or Book Sheet
- _____ Proof of Down Payment
- _____ 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
- _____ Signed acknowledgement that a copy of unexecuted foreign language translation was provided, such as law 541 or a Spanish, Chinese, Vietnamese, Korean or Tagalog version of the RIC, if applicable
- _____ Copy of Guaranteed Auto Protection (GAP) policy, if sold
- _____ Copy of Warranty, if sold
- _____ Copy of Purchase Order
- _____ Optional Products and Services Disclosure, if applicable
- _____ Contract Cancellation Agreement, if applicable
- _____ Contract Cancellation Option Refused or Unavailable, if applicable

TO MEMBER:

- _____ “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