



# Vehicle Loan Application Checklist

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To speed the processing of your application, please follow these steps:

1. **Complete** the Vehicle Loan Application in its entirety and sign it. Incomplete or unsigned applications will delay processing of your request. If not currently a DCU member, required identification must be provided.
2. **Compile** the following information:
  - When purchasing a vehicle from a licensed dealer:
    - Purchase and Sales Agreement
    - A copy of your most recent pay stub
  - When purchasing a vehicle from a private party:
    - A copy of the registration or title
    - Purchase and Sales Agreement from the seller(s) to you
    - A copy of your most recent pay stub
  - When refinancing a vehicle from another institution:
    - A copy of your registration
    - Information on the loan that you are paying off including
      - Name of financial institution
      - Phone number of that financial institution
      - Your loan account number from that institution
3. If adding a Co-borrower who is not currently a DCU Member, required identification must be provided.
4. **Mail or fax** your completed application and all necessary information above to the Consumer Loan Department.
  - Mail to:** Digital Federal Credit Union  
Consumer Loans  
220 Donald Lynch Boulevard, PO Box 9130  
Marlborough, MA 01752-9130
  - Please allow 5 days for mail delivery
  - Fax to:** 508/263-6392

## What you can expect

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Once you've mailed or faxed your application and all necessary information . . .

1. You'll receive a phone call from one of DCU's Consumer Loan Representatives within 2 business days of receiving your application.
2. Our Representative will inform you of your approval status and discuss any information you will need to close the loan.
3. Once all of the necessary paperwork has been completed, you're free to purchase your vehicle.



## **Disclosure Regarding Sale of Insurance**

DCU Insurance (DCU Financial Insurance Services, LLC), an affiliate of DCU, offers a wide range of personal property and casualty insurance products and services. You may choose to request an expert insurance coverage review and consultation from DCU Insurance, at your convenience. You may be contacted by a licensed representative to provide you with a free, no-obligation quote.

**Insurance required as a condition of the extension of credit by DCU does not have to be purchased from DCU Insurance, and can be purchased from an agent or insurance company of your choice without affecting the approval of the application for credit. Insurance products are not deposits of DCU and are not protected by the NCUA. They are not an obligation of or guaranteed by the credit union and may be subject to risk. Insurance is offered by DCU Financial Insurance Services, LLC, an affiliate of DCU. Business conducted with DCU Insurance is separate and distinct from any business conducted with the credit union.**

If you have any concerns or complaints regarding this business relationship, you may contact the Office of Consumer Affairs.



**AUTO • HOME • PROPERTY • LIABILITY**

220 Donald Lynch Blvd  
Marlborough, MA 01752

508.263.6978 • 800.328.8797

[dcuinsurance.org](http://dcuinsurance.org) • [insurance@dcu.org](mailto:insurance@dcu.org)

**IMPORTANT INFORMATION:** We are required, by federal law, to obtain, verify, and record information that identifies each person opening or having access to a DCU Account. We will ask for your legal name, residential address, Social Security Number (SSN), Phone Number, and Date of Birth.

**REQUIRED IDENTIFICATION:** No individual can be named on this account in any capacity without having provided the following current identification, one of which must include a picture and one of which must reflect the Individual's current residential address as given. If one of these forms of identification includes both you need only submit that one: • US Driver's License • US Social Security Card • Passport • US Military ID • US Work Visa • Other Government Issued picture ID (2<sup>nd</sup> ID always required). DCU reserves the right to request additional identification.

If you are already a DCU Member, you are not required to provide the **REQUIRED IDENTIFICATION** but you must provide your DCU Member #, Legal Name, and SSN on the reverse.



**BANKING – THE DCU WAY**

# Vehicle Loan Application

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**BANKING – THE DCU WAY**

Digital Federal Credit Union

220 Donald Lynch Blvd • PO Box 9130 • Marlborough, MA 01752-9130

508.263.6700 • 800.328.8797 • dcu.org • dcu@dcu.org

**Loan application**Vehicle: ☐ Purchasing☐ Refinance☐ RV/Boat☐ Motorcycle

Loan Amount or monthly payment amount \$\_\_\_\_\_ Loan Term \_\_\_\_\_ months

**BORROWER**

Member #	SS#	
Legal Name	Date of Birth	
Residential Address		
City	State	Zip
Home Phone #	Work Phone #	
Email Address:		
Own / Rent / Board	Payment Amount	How Long?

Mortgage/Landlord Name		
Employer Name	Date of Hire	
Previous Employer	From	To
Checking Account Institution		

**CO-BORROWER/COSIGNER**

Member #	SS#	
Legal Name	Date of Birth	
Residential Address		
City	State	Zip
Home Phone #	Work Phone #	
Email Address:		
Own / Rent / Board	Payment Amount	How Long?

Mortgage/Landlord Name		
Employer Name	Date of Hire	
Previous Employer	From	To

**Monthly Gross Income** (please attach verification of income). Alimony, child support, or separate maintenance income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation.

	Gross Income	Overtime	Other
Borrower	\$	\$	\$
Co-Borrower	\$	\$	\$

Are you obligated to pay alimony, child support, separate maintenance? If yes, amount \$\_\_\_\_\_per\_\_\_\_\_

**SIGNATURES REQUIRED BELOW****Subject to Digital Federal Credit Union (DCU)  
Loan Underwriting Guidelines.****See Reverse for Important Information.**

BY SIGNING THIS APPLICATION YOU AGREE TO THE FOLLOWING: You agree that we may obtain and use consumer credit reports and exchange credit and employment information in connection with this application and any update, renewal, or extension of credit we may extend to you. You agree, upon approval of this loan, that you will ensure DCU is properly listed as lienholder on the vehicle title as: Digital Federal Credit Union, 220 Donald Lynch Boulevard, Marlborough, MA 01752. You agree that your account will be subject to the terms and conditions of all applicable Loan Agreements and Disclosure Statements. You agree that a photocopy or facsimile of this application shall be as binding as the original. You understand that we will retain this application whether or not it is approved. Everything you have stated in this application is correct.

Borrower's Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Borrower's/Cosigner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**VOLUNTARY OPTIONS**

- ☐ I am interested in obtaining Payment Protection. Please send me more information.
- ☐ I am interested in Guaranteed Asset Protection (GAP). Please send more information.
- ☐ I am interested in Mechanical Breakdown Insurance.

**ELECTRONIC PAYMENT METHOD**

**By selecting one of the two electronic payment methods below, you agree to the following as applicable:**

**DCU Initiated Automatic Transfer:** You authorize us to initiate a transfer of sufficient funds from the DCU account indicated to pay all amounts due monthly. The transfers will be made as indicated below. You agree you are responsible for maintaining a sufficient balance to cover the amount of the payment and that the funds will be available to transfer as of the start of business on the scheduled transfer date. We will only transfer from the available balance in the account you have designated. If there are insufficient funds, the available funds will be transferred but your payment may be considered late.

**Member Initiated Loan Payment Via Online Banking or Easy Touch**

**Telephone Teller:** You agree to initiate and complete one or more loan payment transactions via either the "Account Transfer" or "Automatic Transfer" Online Banking option or the "Loan Payment Transaction Easy Touch Telephone Teller" option each month on or before the loan payment due date. You understand that you will not receive a coupon book or monthly bill. You accept responsibility and agree that you will have paid no less than the Monthly Payment Due to your loan by 5:00 p.m. on the payment due date each month.

PLEASE SELECT ONE OF THE FOLLOWING:

☐ **DCU Initiated Automatic Transfer****Frequency:**

- ☐ Weekly (Friday) ☐ Monthly (On the payment due date or business day closest to but not before)

**Transfer From:**

- ☐ DCU Savings ☐ DCU Checking  
Member # \_\_\_\_\_, Account # \_\_\_\_\_

☐ **Member Initiated Online Banking or Easy Touch Telephone Teller**☐ **Coupon Book (non-Electronic)**

**You understand that direct deposit to your DCU Checking and use of an Electronic Payment Method is voluntary and is not a factor in whether the loan will be granted. However, both are required to obtain the reduced interest rate.**

We reserve the right to terminate this payment method and adjust the annual percentage rate if the privilege is abused. Termination will not affect prior transactions nor your responsibility to repay the entire amount.

Borrower's Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Borrower's/Cosigner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**INTERNAL USE ONLY**

Member # \_\_\_\_\_ Loan # \_\_\_\_\_

Rec'd \_\_\_\_/\_\_\_\_/\_\_\_\_ Proc By # \_\_\_\_\_

Co-B ID Type \_\_\_\_\_ # \_\_\_\_\_ Exp. \_\_\_\_/\_\_\_\_/\_\_\_\_

Add'l Doc \_\_\_\_\_