



<h1 style="margin: 0;">Colorado</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 No. 649B) assigned to the Credit Union with "Assigned without recourse" box selected
- \_\_\_\_\_ Agreement to Furnish Insurance Form. Maximum Deductible is \$500.00
- \_\_\_\_\_ Purchase Order
- \_\_\_\_\_ 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 Motor Vehicle Division paperwork
- \_\_\_\_\_ Copy of CUDL Approval
- \_\_\_\_\_ Documentation Check Sheet
- \_\_\_\_\_ Copy of Guaranteed Auto Protection (GAP) policy, if sold
- \_\_\_\_\_ Copy of Warranty, if sold
- \_\_\_\_\_ Copy of Purchase Order

**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