



PO Box 4000 Spokane
Valley, WA 99037
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numericacu.com

NUMERICA CREDIT UNION DEALER CENTER CONTRACT CHECKLIST

Please complete the following checklist for each loan package that is submitted to Numerica Credit Union.

- Original law contract is completely filled out; no blank spaces. Ensure the contract is assigned to Numerica Credit Union.
- Member(s) and dealer agent have signed the contract and all member signatures on the contract have been witnessed.
- Contract meets approved terms, payment, and amount to finance.
- The original signed Numerica credit/membership application. If more than one loan, separate membership applications required for each loan.
- If members are applying for joint credit, ensure joint initials are received on a generic credit application and or on the Numerica Credit Union membership application.
- If new member(s) does not live, work, or worship in Washington State or are outside of the North Idaho panhandle (Boundary, Bonner, Shoshone, Kootenai, Benewah, and Latah), please provide name, address, and phone number of a relative who does in order to qualify for membership.
- A copy of the dealership's Credit Score Disclosure Notice for each customer.
- A copy of the title/odometer application that lists Numerica Credit Union as lienholder with our address of PO Box 4000 Veradale, WA 99037. Additionally, please ensure the member's correct physical and mailing address are on the title application.
- A copy of the unit's invoice and or NADA Clean Trade In book out sheet
- A copy of the signed purchase/buyer's order.
- Copies of 'back-end' policies with fees disclosed and Numerica Credit Union listed as lien holder. Ensure cost of policies match contract and purchase/buyer's order.
- A copy of Numerica Credit Union's agreement to provide insurance (ATPI) or law agreement. 'N/A' cannot be listed on any line under 'coverage'. The line must contain an amount equal to or less than \$1,000.00.
- Current and legible copy of driver's license(s) or other form of legal identification.