



## Connecticut Loan Document Check-off List

- Contract signed by **both dealer and the customer.**
- Customers initials next to **APR and Number of Payments.**
- License(s).
- Greenwood Credit Union application signed or Application Authorization Form.
- Copy of signed H13, or Lienholder Statement form with **GCU** as lien holder.
  - Must be signed by applicant.
- Insurance Binder or Signed ATPI.
  - Both dealer and customer signatures are needed.
- Risk-Based Pricing Disclosure (Mandatory for every deal)
- Copy of warranty (If Applicable).
- Copy of GAP (If Applicable).
- Factory Invoice (*Only when the car is New*).
- Bill of Sale.
- Share Account/Membership Information Form.
- References (If stipulated by Underwriter).
- Proof of Income (If Stipulated)

**BEFORE SENDING CONTRACTS, PLEASE MAKE SURE EVERYTHING IS COMPLETE!**