Checklist

Vehicle Loan Pre-Approval

If you are purchasing from an in-state dealership:

- [ ] Purchase Agreement/Buyer's Order
- [ ] Proof of Insurance
- [ ] Copy of Service Contract or GAP Contract (if purchased)
- [ ] Proof of Income including paystubs, W2, two years of tax returns, SSI/Pension award letters, or court ordered documentation
- [ ] Proof of Down Payment Funds - a current bank statement where the funds will be transfered from (if not from a credit union account)
- [ ] Insurance Binder listing Greenville Federal Credit Union as the lien or loss payee: 1501 Wade Hampton Blvd Greenville, SC 29609
- [ ] Copy of the title for independent dealerships

If you are purchasing from an out-of-state dealership or an individual:

- [ ] Purchase Agreement/Buyer's Order
- [ ] Bill of Sale
  - with seller's name and address as they appear on the title
  - filled out/signed in black ink
- [ ] Original title at closing
- [ ] Proof of Insurance
- [ ] 10 day payoff statement if the seller still has financing
  - Name(s) on Title
  - Payoff Address
  - Account No.
  - Per Diem Amount
- [ ] Proof of Down Payment Funds - a current bank statement where the funds will be transfered from (if not from a credit union account)
- [ ] Proof of Income including paystubs, W2, two years of tax returns, SSI/Pension award letters, or court ordered documentation
- [ ] Seller POA Form
- [ ] Sales tax – 5% of purchase price and caps at $500, sales tax can be rolled into the loan or paid out of pocket
- [ ] Taxes/Tag Fees
- [ ] $15.00 Title fee - The title fee can be rolled into the loan or paid out of pocket
- [ ] Vehicle Registration
- [ ] $40.00 Registration fee (fees vary depending on the size of the vehicle)
- [ ] Paid Property Tax Receipt
- [ ] $10.00 Transfer fee if transferring a tag (fees vary depending on the size of the vehicle)
- [ ] Insurance Binder listing Greenville Federal Credit Union as the lien or loss payee: 1501 Wade Hampton Blvd Greenville, SC 29609

If you are refinancing:

- [ ] Title
- [ ] 10 day payoff statement if the seller still has financing
  - Name(s) on Title
  - Payoff Address
  - Account No.
  - Per Diem Amount
- [ ] Proof of Insurance
- [ ] Vehicle Registration
- [ ] Proof of Income including paystubs, W2, two years of tax returns, SSI/Pension award letters, or court ordered documentation
- [ ] Proof of Down Payment Funds - a current bank statement where the funds will be transfered from (if not from a credit union account)
- [ ] DMV Fee: $15
- [ ] Insurance Binder listing Greenville Federal Credit Union as the lien or loss payee: 1501 Wade Hampton Blvd Greenville, SC 29609

To Update Auto Insurance Policy:

Add Greenville Federal Credit Union as lien holder to auto insurance policy and email me an insurance binder listing Greenville Federal Credit Union as the lien holder.

Get started today:

Start An Application Online | Give Us A Call At 800.336.6309 | Visit Us In-branch

Greenville Federal Credit Union®

Join and prosper.®

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