

# NORTH BAY CREDIT UNION

397 Aviation Blvd Suite L Santa Rosa CA 95403 | (707)584-0384 | f (707)202-6937

To ensure timely loan processing please provide the following documents along with your **complete loan application**:

Account # \_\_\_\_\_

Date \_\_\_\_\_

## Proof of Income:

- \_\_\_\_\_ Two (2) current pay stubs (no older than 60 days) including YTD income
- \_\_\_\_\_ If **Self-Employed**, copies of past two (2) years Federal Tax Returns and YTD Profit and Loss Statement or 3 months most recent bank statements

## DMV/Registration Info:

### Dealer:

\_\_\_\_\_ Purchase Order

### Private Party:

- \_\_\_\_\_ Certificate of Title (If there is a lienholder, an authorization for payoff is required)
- \_\_\_\_\_ Copy of **current** registration
- \_\_\_\_\_ Registration fees if due (within next 60 days)
- \_\_\_\_\_ Proof of smog (seller is responsible, unless a smog certificate has been issued within the last 60 days)
- \_\_\_\_\_ Bill of Sale\*, 9.25%\*\* sales tax of purchase price and transfer fee of \$15.00
  - \*Buyer and Seller must sign including the Power of Attorney (DMV Reg262)
  - \*\*Tax is dependent on the city where the vehicle is to be registered

## Loan Payoff Info:

- \_\_\_\_\_ Authorization for payoff (Seller must sign)
- \_\_\_\_\_ Name, Address, and Phone of current lienholder
- \_\_\_\_\_ Loan number
- \_\_\_\_\_ 10-day payoff amount

## Insurance Info:

- \_\_\_\_\_ Proof of insurance (**full coverage required** on all vehicles)

***Please be sure all items requested on this form are completed and signed. Thank you***