

Indirect Funding Checklist



Please forward the following **SIGNED AND COMPLETED** documents with all loan packages to Altra Federal Credit Union:

- ___ **APPROVAL SHEET**
 - ___ **CONSUMER SALES CONTRACT & SECURITY AGREEMENT** – All Borrowers must sign the contract & insurance section (if applicable). Contract must be assigned to Altra and signed by an authorized employee of the dealership. WI contracts must also be signed by the dealer on the back in Section B.
 - ___ **EXTENDED WARRANTY/SERVICE AGREEMENT/GAP/FRONT-END PRODUCT DOCUMENTATION/CREDIT LIFE OR DISABILITY FORMS**
 - ___ **ALTRA MEMBERSHIP APPLICATION**
 - ___ **LOAN APPLICATION/CREDIT APPLICATION**
 - ___ **VALID, CURRENT DRIVER'S LICENSE OR STATE PHOTO ID** – include photocopy for each applicant
 - ___ **PURCHASE AGREEMENT**
 - ___ **TITLE APPLICATION** – Altra must be listed as lienholder using information below. Please include signed copy. ****WI Secured Party # 005686****
- Altra Federal Credit Union
1700 Oak Forest Drive
Onalaska, WI 54650
- ___ **CURRENT NADA VEHICLE VALUE OR INVOICE**
 - ___ **DEALER CALCULATOR SHEET** if extending term for GAP or Warranty

When all is complete, deliver or overnight package to:

Altra Federal Credit Union
Attn: Dealer Loan Processing
1700 Oak Forest Drive
Onalaska, WI 54650

Once received at the Operations Center, funding will occur within two business days.

Contracts missing required information or documents and contracts that come through with terms other than what was approved will not be funded until all issues are resolved. The dealer will be contacted in these cases.

Questions? Please contact:

Darcee Netzer: 608-787-7166
Paula Tart: 608-881-5342
Travis Peterson: 608-519-3983