INDIRECT FUNDING CHECKLIST

Please forward the following signed and completed documents with all loan packages to Altra Federal Credit Union:

___ APPROVAL SHEET
___ ALTRA’S MEMBERSHIP APPLICATION (REQUIRED FOR ALL DEALS)
___ LOAN APPLICATION/CREDIT APPLICATION (REQUIRED FOR ALL DEALS)
___ CONSUMER SALES CONTRACT & SECURITY AGREEMENT – All Borrowers must sign the contract & insurance section (if applicable). Contract must be assigned to Altra, signed on the front and signed on the back in section B for WI contracts by an authorized employee of the dealership.
___ PURCHASE AGREEMENT
___ TITLE APPLICATION – includes signed copy. List Altra Federal Credit Union as lien holder – use address: 1700 Oak Forest Drive Onalaska, WI 54650. WI Secured Party # 005686.
___ VALID, CURRENT DRIVER’S LICENSE OR STATE PHOTO ID - include photocopy for each applicant
___ CURRENT NADA VEHICLE VALUE OR INVOICE
___ AGREEMENT TO PROVIDE INSURANCE/PROOF OF INSURANCE

The following documents should also be enclosed if they are included in the financing papers:
___ COMBINED NOTICE TO COSIGNER/EOPO - include anytime there are multiple borrowers that are NOT married to each other. This should be signed by the CO-SIGNER
___ EXTENDED WARRANTY/SERVICE AGREEMENT/GAP/CREDIT LIFE OR DISABILITY FORMS

When all is complete, deliver or overnight package to:

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

Once received at the Operations Center, funding will occur within 2 business days. Funding can only be done from the Operation Center.

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

Questions? Please contact:
Dianne Beranek: 608-787-7168
Darcee Netzer: 608-787-7166