

Checklist for Refinancing a Vehicle from another Institution

____1. Did you purchase the vehicle within the past 30 days? If yes, please contact your loan processor with the Vehicle Identification number (VIN) before proceeding. TXDMV records must indicate lien perfected without negative or pending remarks.

____2(a). Please fill out the section below with the current loan information.

Finance Company Name: _____ Phone Number: _____

Payoff Address: _____

Account Number _____

Account Holder Name(s): _____

VIN: _____ Mileage: _____ 20 Day Payoff Amount \$ _____

Good Thru _____ (date)

***Contact your financial institution to authorize JSC FCU to receive 20 day payoff information.**

____3. Title Application Fees (Member/Branch Task)

The processor will calculate fees at time of closing. Finance options may be available or fees can be paid out of pocket.

____4. Copy of driver's license(s) (Member Task)

Please provide us with valid copies of current Driver's Licenses or Government issued ID for all applying member's. Driver's Licenses/ID's are required by TX DMV to ensure vehicles are titled and registered in the owner's full legal name as it appears on the ID. (Driver's License/Government ID cannot be expired)

____5. Texas DMV Power of Attorney(s) (Member /Branch Task)

Please let us know how you would like the vehicle titled. The processor will provide you with completed power of attorneys for all member's to sign at the time of closing.

Member (1) Name: _____ Member (2) Name: _____

*** Names should be listed exactly as it appears on your Driver's License**

____ 6. Comprehensive and Collision Insurance Policy (Member Task)

Please provide us with a copy of your Comprehensive & Collision insurance policy, showing JSC Federal Credit Union as Lien Holder for the vehicle listed above; with a maximum deductible of \$1,000.

Lienholder Information:

JSC FCU

PO Box 58346

Houston, Texas 77258

____ 7. Current Liability Insurance Card (Member Task)

Please provide us with a copy of your current liability insurance card listing the financed vehicle and member's name.

____ 8. Current Texas Registration (Member Task)

Please renew and provide us with the registration and inspection receipt if expired or expiring within the next 60 days. Vehicles must be registered in Texas before scheduling loan closing.

____ 9. Emission Report (if applicable) (Member Task)

Current emissions report may be required if vehicle is transferring from a county that does not require emissions testing into a county that does require. Please contact your loan processor for details.

____ 10. Any Required Conditions of JSC Loan approval (Member Task)

Please see your pre-approval letter for conditions. Your loan officer will specify what/if anything is necessary for final loan approval. (E.g. proof of income, down payment, etc.)

Titling requirements vary by vehicle and are subject to change. See your loan processor for specific details.

The items above are required for processing Texas titles only.