# Auto Loan Checklist

**Submit Application:**

Apply online at www.amherstcu.com or submit a paper application in office.

**Provide Proof of Income:**

Acceptable "proof of income" includes; One month of Paystubs, Employment contract detailing compensation, Pension/Social Security deposits, Tenant lease agreements, or your W2 from the previous year if applying before 7/1

If self employed: Must be able to prove income for yourself rather than the business.
Preferred form: Schedule C (Form 1040)

**Provide Purchase Agreement/Bill of Sale:**

Once you have a car picked out, have the dealer email or fax your loan officer a copy of the purchase agreement with the final price of the vehicle. A bill of sale is still required if you are purchasing from a private seller. A blank template can be found on our website or in our office.

**Insurance Binder/Verification of Coverage:**

The final step is to update your insurance policy to reflect the vehicle you will be purchasing, with Amherst Federal Credit Union listed as a lienholder on your insurance binder (ID cards are not acceptable).. Your insurance rep will know what this means. Have them email or fax the binder to your loan officer.