

LEADERS FINANCIAL COMPANY DEALERS CHECKLIST FOR FUNDING

SECTION I: Requirements for Funding Customer's Name _____

- ___ Credit application completed and signed by applicant(s)
- ___ Credit application completed and signed by co-applicant(s)
- ___ Copy of valid Driver's License for state of residence
- ___ Copies of recent pay stubs for all signers
- ___ Retail sales order disclosing the sale signed by customer and dealer
- ___ Copies of W-2(s) for applicant(s)
- ___ Insurance verified by dealer prior to releasing the car
- ___ Proof of applicant's residence
- ___ Insurance information called into and verified by Leaders Financial prior to bringing Contract in for discount
- ___ Other documentation requested _____

SECTION II: Requirements for self-employed applicant or co-applicant

- ___ 1040 complete for most recent filing
- ___ 1099's
- ___ Back and front of cancelled paycheck
- ___ Recent copy of business checking account statement
- ___ Proof of Corporation Sole Proprietorship or Partnership
- ___ Articles of Incorporation

SECTION III: Completed contract for discount

- ___ Copy of tissue, if new
- ___ MV fees must be shown on contract where indicated and lien shown separately
- ___ Copy of signed extended warranty policy and/or gap policy which should be Disclosed on retail buyers order
- ___ Trade-in description
- ___ Purchase order agrees with everything on contract
- ___ Contract signed by all applicant(s) and co-applicant(s)
- ___ Proof of Title copy
- ___ Encumbered Title – spelling must agree exactly with contract and signature
- ___ Dealer must sign front of contract assigning to Leaders Financial Company
- ___ Signed credit applications must accompany contract
- ___ Gold and White copy of contract properly executed by Dealer