Dealer Funding Checklist

The following documents are required for contract funding.

1. *Original simple interest Retail Installment Contract assigned to GM Financial. A list of approved contract forms is posted on DealerTrack and RouteOne. Note: A separate GM Financial Assignment form is required if the contract is not assigned to GM Financial or if required by state law.

2. Federal Trade Commission (FTC) Notice to Co-Signer (required when an application is conditionally approved requesting/stipulating the signature of another applicant [Co-Buyer] in order to qualify).

3. *Title/Lien Perfection Requirements:
   
   Option 1
   ① Completed and signed reassigned title or title application reflecting GM Financial as lienholder, and
   ② Separate odometer statement, if an odometer field is not available or completed on the reassigned title or title application, or

   Option 2
   ① Validated registration receipt reflecting GM Financial as lienholder, and
   ② Separate odometer statement, if an odometer field is not available or completed on the validated registration receipt.

   Note: If the dealer and customer state are not the same, please contact the local credit center for additional requirements.

4. *Agreement to Provide Physical Damage Insurance form signed by Buyer and Co-Buyer, and copy of a valid insurance card or policy on the current vehicle or vehicle being purchased, if available.

5. *Copies of all purchased Ancillary Product Certificates.

6. *Completed Credit Application signed by customer(s).

7. *Book Out Sheet for specific VIN contracted to include trim and options (used) or Dealer Invoice (new) or Valuation Sheet from NADA.com (like new).

8. *Photocopy of valid Driver’s License that is current and legible.

   Exception: Certain exceptions may apply to military applicants or individuals with a disability per the Americans with Disabilities Act.

9. Personal References with complete name, phone number and relationship. Minimum three (3) required.

10. *Proof of Income (if required) must be within 45 days of the date of the contract. A signed Request for Transcript of Tax Return 4506-T form is required for all self-employed applicant(s) to verify income from previous 2 years tax returns.

11. *Proof of Residency (if required) must be within 45 days of the contract date and must be in the applicant’s name.

12. *Miscellaneous Stips as listed on approval.

13. *Arbitration Agreement signed by Buyer and/or Co-Buyer and Dealer (Alabama and Mississippi only).


*If the required documents, noted above with an asterisk, are not included with the contract package in-house for funding or not received within 5 business days of receipt of the contract package, the contract package will be returned to the dealer.

For information regarding funding documentation requirements or general processing questions, please contact the Funding department at 1-800-920-0477.

**Contract Package Address:**

FedEx Only
GM Financial
eDocs Program, Suite 2025
4054 Willow Lake Blvd.
Memphis, TN 38153

**Lien holder Address:**

GM Financial
PO Box 182673
Arlington, TX 76096-2673

**Insurance Address:**

GM Financial
Insurance Service Center
PO Box 1617
Minneapolis, MN 55440-1617