

# Documents Needed for your Application

## Car Loans (new and used)

- Loan application
- Purchase order {bill of sale} signed by an authorized dealer rep and member
- Two most recent pay stubs (if self employed last two years tax returns
- Car insurance information (name of insurance company, policy # and expiration date)
- Vehicle power of attorney
- Closed end (Form must be signed and dated day of disbursement).

## Savings Secured Credit Card

- Loan application
- Must deposit at least \$250 into Regular Share Savings Account

## Home Equity Loan/Line-of-Credit

- Most recent mortgage statement ( if home is paid in full, proof of property taxes is needed)
- Homeowner's insurance declaration page (if home is a Condo, a Certificate of Insurance is also required-if the member does not have a copy of this, their Homeowner's Association should be able to provide them a copy)
- Income verification (last two recent pay stubs and last two years W2's for non gov't employees, last two most recent pay stubs for gov't employees & last two years full tax returns for self-employed applicants).
- A written statement for the purpose of the loan

## Credit Card

- Loan application
- Two most recent pay stubs (if self employed last two years tax returns
- Other info/docs requested by Loan Specialist

## Personal Loans

- Loan application
- Two most recent pay stubs (if self employed last two years tax returns
- Closed end (Form must be signed and dated day of disbursement)
- Other info/docs requested by Loan Specialist

## Savings Secured Loan

- Loan application
- Two most recent pay stubs (if self employed last two years tax returns
- Closed end (Form must be signed and dated day of disbursement)
- Other info/docs requested by Loan Specialist

## Moneyline

- Loan application
- Revolving Line of Credit Agreement
- Two most recent pay stubs (if self employed last two years tax returns)
- Other info/docs requested by Loan Specialist



## Documents Needed for your Membership Application

**IMPORTANT ACCOUNT OPENING INFORMATION:** As part of the account verification process, Federal law requires us to obtain sufficient information to verify your identity. You may be asked several questions and to provide one or more forms of identification to fulfill this requirement. We may also use outside sources to confirm the information furnished. Your information is protected by our privacy policy and federal law.

### Proof of Identity

- State issued Driver's License
- State issued Identification Card
- U.S. Passport or U.S. Passport Card
- U.S. Alien Registration Card

### Proof of Social Security Number

Social Security Number must show the full nine-digit.

- Social Security Card
- Form SSA-1099

### Proof of Date of Birth:

- State issued Driver's License
- State issued Identification Card
- Original or certified copy of Birth Certificate
- U.S. Passport or U.S. Passport Card
- Valid Foreign Passport (*for joint members only*)

### Proof of Residency

- Deed/Deed of Trust
- Mortgage statement (*no more than 60 days old*)
- Real Estate Property Tax bill or Tax Assessment (*current year*)
- Valid residential rental/lease agreement
- Utility bill showing the same mailing and service address (*no more than 60 days old*)
  - Acceptable utility bill - water, electric, gas, cable and landline phone bill
- Change of Address Card with a valid State issued Driver's License or Identification card issued by the same agency

All documents provided must be original, unaltered and unexpired. Providing the requested documents will not guarantee an applicant to be approved for membership. SDFCU reserves the right to further request supporting documents to verify the information provided.

To speak to a Member Service Representative, call 703.706.5000 or 800.296.8882 or email [sdfcu@sdfcu.org](mailto:sdfcu@sdfcu.org)