

SAN MATEO CITY EMPLOYEES FEDERAL CREDIT UNION
330 West Twentieth Ave.
San Mateo, CA 94403

Dear Member:

On order to process your application as quickly as possible, we need your cooperation in supplying the necessary information accurately. The following checklist has been prepared to assist you in completing the loan application process and to verify that the necessary information is available as the credit committee reviews your application. Please complete and return all documents.

- _____ Fully completed loan application. This includes:
 - : Type of credit requested. (I.e. car loan, signature loan, etc)
 - : Amount of loan;
 - : Length of loan (years or months);
 - : Social Security number;
 - : Gross monthly salary;
 - : Outstanding debts. (Fully completed debt information including monthly payments for rent, mortgages, credit cards, installment obligations, and other obligations);

- _____ Verification of Employment. Please include recent copies of your pay stubs for both you and your spouse, if applicable. If self-employed, include a copy of your most recent 1040 form (not supplemental forms).

- _____ Verification of other income. Include any statement; check stub, etc., which will substantiate the income listed as other income on your applications.

- _____ Vehicle Appraisal. (Secured Loans Only). Include a copy of the dealer's appraisal sheet and a Kelly Blue Book (www.kbb.com) appraisal sheet reflecting the Manufacturer's Suggested Retail Price (MSRP). If purchasing from a private party, complete the vehicle appraisal sheet provided by the Credit Union or submit a recent appraisal from Kelly Blue Book or similar internet source and include the Vin# on the report.

Thank your for your cooperation. Incomplete applications will have to be returned.