

Checklist for purchasing from individual or transferring a vehicle loan from another lender

We will be glad to lend you money to purchase a vehicle from an individual seller and take care of transferring the title to your name. We also will help you transfer your loan from another lender to the credit union where you can take advantage of our great rates and easy repayment terms.

Once you have decided on the amount you want to spend and find the right vehicle, we can set up a time to sign your loan documents and make arrangements to pick up your vehicle. Please call us if you have any questions at 225-761-5111 extension 22 or email us at loans@ccpfcu.com

The Credit Union also offers a [Vehicle Warranty Program](#), [GAP Insurance](#), [Credit Disability](#) and [Credit Life Insurance](#) for a fraction of the cost of most programs.

Please use the following checklist to gather the necessary items needed to process your loan.

- Loan application(3 ways to apply)**
 - Complete an online application
 - Print an [application](#) from our website, complete and fax to 225-761-5112
 - Call us to apply by phone at 225-761-1111
- Copy of the vehicle registration**
- Information about the car such as; Year, Make, Model, Type, Exact Mileage, VIN, Color**
- Information to payoff lender or seller such as;**

Lender Name	
Address	
City, State, zip	
10 day payoff	
Lender Phone Number	
Loan Number	

- Copy of last paystub** Fax to 225-761-5112

- Copy of current Drivers License**

- Auto Insurance Information**

Capital City Press Federal Credit Union requires full coverage insurance on all vehicle loans. Please contact your agent and request that the credit union is listed as the loss payee on your policy.

Information for Insurance

Capital City Press Federal Credit Union

Post Office Box 2149

Baton Rouge, La. 70821

Phone: 225-761-5111-Fax: 225-761-5112