



Funding Checklist

Toll Free: 866-202-6916 Fax: 866-740-0572

Application Number: _____ Dealership: _____

Buyer: _____ Co-Buyer: _____

All required documents must be included at the time the contract package is submitted. Packages containing inaccurate or incomplete documents will be placed on hold or returned. Packages placed on hold will have verifications delayed until the corrected documents are received. If documents are not received within 5 business days, the package will be returned.

Please complete the checklist, staple to funding packet and mail the packet to: American Credit Acceptance

Attn: Funding
961 East Main Street
Spartanburg, SC 29302

If you have any questions, please contact our funding team at:
(866) 202-6916 or funding@acacceptance.com

#	Required Documents	<input checked="" type="checkbox"/>	Related Document Notes
Contracted structure must match approval; All signatures for Buyers(s) and Seller must be present; Names on legal documents must match the name as it appears on the driver's license.			
1	ACA Funding Checklist	<input type="checkbox"/>	This form completed and signed by dealer representative preparing funding packet
2	Approval Form	<input type="checkbox"/>	Copy of approval callback
3	Retail Installment Contract	<input type="checkbox"/>	Original required; must be assigned to American Credit Acceptance, LLC Note: Any contract packages with deferred down payments will be returned immediately.
4	Notice to Co-signer (if applicable)	<input type="checkbox"/>	Federal Notice to Co-signer required in all states State Specific Notice to Co-signer – CA, IL, IA, NY, SC, TX Explanation of Guarantor's Obligation / Personal Obligation – IL, WI
5	Bookout Sheet	<input type="checkbox"/>	Accurately reflecting all vehicle options
6	Buyer's Order / Bill of Sale	<input type="checkbox"/>	Copy must be signed by all buyers
7	Title Application / Proof of Title	<input type="checkbox"/>	American Credit Acceptance LLC, PO Box 1899, Spartanburg, SC 29304
8	Odometer Disclosure	<input type="checkbox"/>	Odometer reading as verified on disclosure must be consistent on all applicable documents
9	Credit Application	<input type="checkbox"/>	Required to be completed by each applicant, must be original, completed, and signed
10	Ancillary Contracts (if applicable)	<input type="checkbox"/>	Original document; i.e., ValueGuard Service Contract, GAP
11	Driver's License	<input type="checkbox"/>	Valid copy of license required for each applicant
12	Proof of Income	<input type="checkbox"/>	W-2 employee: One recent computer generated pay stub within 30 days of contract 1099 employee: Six most consecutive months complete personal bank statements* *\$200 Bank Statement Fee Applies Fixed income employee: Proof of eligibility (Award / Benefits letter) and Proof of receipt (Complete bank statements or copies of cancelled checks or state / federal statements reflecting payment for the most recent consecutive three months of receipt) Military: Leave and Earnings Statement ("LES")
13	Proof of Residence	<input type="checkbox"/>	Two documents within 30 days of contract date matching the contracted applicant name and address – <i>Utility / cable bill / bank statement / credit card statement / valid driver's license</i>
14	Direct Landlord Contact <i>Required for all non-homeowners</i>	<input type="checkbox"/>	Landlord Name: _____ Landlord Phone Number: _____
15	Proof of Insurance / Agreement to Provide Insurance	<input type="checkbox"/>	Insurance Binder / Declaration page listing contracted vehicle with Loss Payee: American Credit Acceptance, LLC PO Box 4537 Carmel, IN 46082 Insurance Co. Name: _____ Policy #: _____ Phone #: _____
16	Reference Sheet	<input type="checkbox"/>	Five references including: Name, relationship, and unique contact number for each
17	ACH Authorization Form	<input type="checkbox"/>	Dealer receives \$100 when submitted <u>completely and accurately</u> with the funding checklist

Representative from dealership who prepared funding package:

Dealership Contact Signature: _____	Contact Name: _____
Dealership Phone Number: _____	Contact Phone Number: _____

Internal Use Only	Received Date: _____	Dealer Hold: <input type="radio"/> Yes <input type="radio"/> No
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