

# LOAN APPLICATION INSTRUCTIONS

APPLICATIONS MUST BE COMPLETED IN FULL PER FOLLOWING DIRECTIONS:

1. Please complete all lines on application either by typing in the fillable form or print out and write in INK. If a question does not pertain to you, please indicate this by putting N/A (not applicable).
2. The Primary Member on the account needs to be the Primary Applicant. If the Joint Member would like to be the Primary Applicant, you can open up a separate account.
3. List your best day time phone number.
4. Indicate whether or not you want disability insurance.
5. List all consumer debts on page 2, including rent and/or mortgage payments, and all debts you are a co-signer for and whom it is paid by. We will need a letter from the payee.
6. Please submit proof of income and other income. A payroll check stub, a letter from your employer, etc. For mortgage loans, we will need a copy of your income taxes for the past 2 years.
7. If spouse or co-maker is included on application, proof of their income is also needed.
8. Be sure to sign and date the application; co-borrower must also sign.

Call 775-334-2038 between 7:30 am and 2:00 pm  
Monday-Friday if you have any questions

## INFORMATION NEEDED FOR LOANS

### New Car Dealer:

1. Purchase Invoice (make sure it has the VIN)
2. Copy of 2 Current Paycheck Stubs
3. Loan Application

### Used Car Dealer:

1. Purchase Invoice (make sure it has the VIN)
2. Copy of 2 Current Paycheck Stubs
3. Blue Book Copy of Value from Us
4. Loan Application

### Private Party Used Car / Title Loan:

1. Copy of Registration and Title (if title is available)
2. Copy of 2 Current Paycheck Stubs
3. Blue Book Copy of Value From Us
4. Loan Application

### If Used Vehicle is Still Financed . . .

5. The Name, Address and Phone Number of Where Financed
6. 10-Day Payoff Faxed to us @ 775-334-2440

### Car Refinance:

1. Copy of Registration and Title (if title is available)
2. Copy of 2 Current Paycheck Stubs
3. Blue Book Copy of Value From Us
4. Loan Application
5. The Name, Address, and Phone Number of Where Financed
6. 10-Day Payoff Faxed to Us @ 775-334-2440

### Signature Loans:

1. Copy of 2 Current Paycheck Stubs
2. Loan Application

### Pre-Approval:

1. Copy of 2 Current Paycheck Stubs
2. Approximate Loan Amount & Term
3. Loan Application