

## LOAN FUNDING CHECKLIST

**Customer Name** \_\_\_\_\_

**Date** \_\_\_\_\_

INSTRUCTIONS: Attach this checklist to the front of the funding package, with ALL contents of the package completed and arranged in the order shown on this checklist. Check each box indicating the inclusion of each item listed.

**\* IT IS IMPORTANT TO ARRANGE THE FUNDING PACKAGE IN THE PROPER ORDER \***

- Signed, In-line Retail Installment Contract Assigned to Pinnacle Financial Group, LLC
- Original Credit Report(s) on all parties
- Application(s) - Original with Signature(s)
- PFG Personal References (3 must be family)
- Copy of the Bill of Sale with Odometer Statement
- Down Payment Affidavit
- NADA Book out Sheet or New Vehicle Invoice
- Proof of Income - 2 Recent Pay Stubs with Year-To-Date Earnings or Prior Year W-2 Self-Employed, Signed Fed Income Tax Return Form 1040 with Schedule C **AND** 3 consecutive recent Bank Statements
- Signed Authorization and Verification Form (to verify residency & employment)
- Copy of State Application for Title, Registration and Lien Entry Form
- Front & Back Copy of Title for Vehicle (Independent Dealers)
- Signed Front & Back of Summit GAP Contract
- Proof of Residency (Phone or utility Bill in customer's name other POR needs prior approval)
- Signed Pinnacle Agreement to Provide Insurance (max deductible \$500)
- Copy of Valid U.S. Driver's License (Learner's Permit not acceptable)
- Signed & Initialed GPS Disclosure Agreement & Arbitration Clause
- GPS Certification/Installation Form
- Signed Electronic Funds Transfer Agreement
- Voided Check (no starter checks accepted)

**Pinnacle Financial Group, LLC**  
8311 Wisconsin Avenue, Suite C18  
Bethesda, MD 20814