



# Funding Checklist

Ph: (866) 202-6912  
 www.AmericanCreditAcceptance.com/Dealers

**Please include:** Completed Funding Checklist and copy of Approval with Funding Package.

Application Number: \_\_\_\_\_

Tier 1  
 Tier 2  
 Contracted structure must match approval

Buyer: \_\_\_\_\_ Co-Buyer: \_\_\_\_\_

## Legal Documents

**\*\*Name(s) on Legal Documents must match the name as it appears on the driver's license\*\***

Retail Installment Contract	Original required; must be assigned to <b>American Credit Acceptance, LLC</b>
Notice to Co-signer (if applicable)	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
Buyer's Order / Bill of Sale	Copy must be signed by all buyers
Title Application / Proof of Title	Title application must be accompanied by the front and back copy of the title. See <b>Lien Holder Address</b> below. <b>Missouri only:</b> Delivery of Title Affidavits (one for dealer and one for customer) must be accompanied by the front and back copy of the title, signed by the dealer as transferor.
Odometer Disclosure	Odometer reading as verified on disclosure must be consistent on all applicable documents
Credit Application	Acceptable versions: ACA, AppOne, DealerTrack, RouteOne Must be complete, original, and signed by each applicant
Ancillary Contracts (if applicable)	Original document; i.e., Service Contract, GAP, Maintenance, etc.

## Customer / Dealer Stips

Bookout Sheet / Invoice	Accurately reflecting all collateral options
Driver's License	Valid copy of license required for each applicant
Proof of Income	Documents within 30 days of contract date matching the contracted applicant name and address. See <b>Proof of Income</b> document.
Proof of Residence	Documents within 30 days of contract date matching the contracted applicant name and address. See <b>Proof of Residence</b> document.
Buyer's Affirmation Form	Completed and signed by all buyers prior to signing Contract
Direct Landlord Contact <i>Required for all non-homeowners</i>	Landlord Name: _____ Landlord Phone Number: _____
Proof of Insurance	Insurance Binder / Declaration page listing contracted vehicle with <b>Loss Payee</b> .
	Insurance Co. Name
	Policy #
	Note: Full coverage (1000/1000) must be added prior to funding.
	Phone #
Reference Sheet	Five (5) Complete References

**Dealer Support: (866) 202-6912 | Customer Support: (866) 544-3430**

Lien Holder (Title App)	Loss Payee (Insurance)	Closing Packets sent via <b>FedEx</b>	Closing Packets sent via <b>UPS or USPS</b>
American Credit Acceptance PO Box 1899 Spartanburg, SC 29304	American Credit Acceptance PO Box 4537 Carmel, IN 46082	American Credit Acceptance 4054 Willow Lake Blvd Suite 2096 Memphis, TN 38153	American Credit Acceptance 3268 Progress Way Suite 2096 Wilmington, OH 45177-7700

**Dealership MUST complete:**  
 Dealership Contact: \_\_\_\_\_ Dealership Contact Signature: \_\_\_\_\_