

Title and Insurance Requirements- Dealer Purchase



Congratulations on your new vehicle loan!

Please follow these steps to finalize our Title and Insurance requirements.

Title Requirements

Per your Loan Agreement, it is your responsibility to make sure DCU receives your vehicle title with DCU listed as the lienholder and you and/or the signed Owner of Security listed as the owner(s). This must be completed within 90 days from the date of your loan.

Please note: The rate on your loan will increase to the default rate of 18% APR (Annual Percentage Rate) if this requirement is not met.

1. When purchasing a vehicle from a dealership, you have two options:
 - a. You can pay the dealership to complete the title application and take it to the Department of Motor Vehicles (DMV) on your behalf. Before you sign the title application, you must make sure you are listed as the owner and DCU is listed as lienholder as follows:
Digital Federal Credit Union
PO Box 255267
Sacramento, CA 95865
 - b. If you decide to take the title to your local DMV yourself, the DMV will complete the title application. Please make sure you confirm that you are listed as the owner and DCU is listed as lienholder on the application before you sign this document.
2. If the dealership or the DMV fills out the title application correctly, your title will be sent to DCU.
3. You will receive a letter through the mail and a Digital Banking message confirming the requirements have been met, and the loan has been processed.

DCU's lien will remain in force until the loan balance is paid in full.

Insurance Requirements

Your insurance company must provide a copy of your insurance policy that meets the requirements set forth in the Loan Agreement and is effective as of the origination date of your loan. Providing your insurance policy will keep Collateral Protection Insurance (CPI) from being added to your loan balance and increasing your monthly loan payment.

1. Contact your insurance company and make sure DCU is added to the policy as loss payee:

Digital Federal Credit Union
PO Box 25007
Fort Worth, TX 76124

2. Your insurance policy should include:

- Year, Make, Model, Vehicle Identification Number (VIN)
- Comprehensive and Collision Coverage (deductible *cannot* exceed \$1,000.00)
- No excluded drivers

3. Provide a copy of your insurance policy to DCU through one of the options below:

- Email the form to **dcu@myloaninsurance.com** (preferred method)
- Fax to **877.293.2059**
- Mail your completed form to:

Digital Federal Credit Union
PO Box 25007
Fort Worth, TX 76124