

Procedure when applying for a TSU Federal Credit Union AUTO Loan:

- You must be a member of the TSU - Fed Credit Union or must join at the time of application - cost \$ 40 (\$25 membership and \$15 joining processing)
- Pay \$20 for credit report – do not have to pay if we have a copy less than 12 months old
- Complete a TSUFCU loan application
- Pay \$10 loan application fee
- Pay \$10 loan processing fee – can be paid at closing
- Provide copy of Driver's License
- Provide copy of TSU - ID
- Copy of Last two (2) check stubs
- Copy of a bill that indicates your name & address (Gas, electric, telephone, etc.)
- When car is chosen, get **Buyer's Order** from the dealer and a quote from your insurance company on that car
- We will determine the NADA value of the car
- Have Insurance Company email, fax or bring quote of insurance coverage estimate to TSUFCU immediately

After you have been approved for the auto loan - please provide the following documents prior to closing:

- Copy of Auto Insurance Declaration showing TSU Federal Credit Union as Lien holder as follows:
Loss Payee:
TSU Federal Credit Union
Box 1347
3500 John A Merritt Blvd.
Nashville, TN 37209

After closing it will be necessary for you to take the following action:

- Have the dealer/seller modify the title for DMV to show TSUFCU as follows and mail to the indicated address:

Loss Payee:
TSU Federal Credit Union
Box 1347
3500 John A Merritt Blvd.
Nashville, TN 37209

- Bring the purchased automobile over to the Credit Union so that it can be photographed

TSUFU - Telephone # (615) 963-5941
Fax # (615) 963-5808
Email- tfcu@tnstate.edu