



Credit Union Preapproved Vehicle Loan Item—Dealer Instructions

The preapproved loan item that our Member-Borrower (Buyer) has presented to you (Dealer) in payment for a vehicle along with these instructions has been issued by Navy Federal Credit Union.

This preapproved loan item may be deposited with your financial institution. Do not attach any documents to this item when you deposit it with your financial institution for payment.

A separate item will not be issued by Navy Federal for payment, as this loan item serves as your payment instrument.

To receive prompt payment, your preapproval must not have been revoked and you must carefully complete the instructions provided below. Not following these instructions could result in your payment being rejected or delayed until the payment instrument has been completed correctly. As the Dealer, you must:

- Ensure that the Member-Borrower (Buyer) has completed, signed, and dated the item in the space provided on the front and has signed the “Promissory Note Instrument” on the reverse of the item. If there is a Co-Borrower noted on the item, **the Co-Borrower must also endorse (sign) the “Promissory Note Instrument”** on the reverse of the item.
- Ensure that the vehicle description is completed in its entirety (year, make, model, mileage, and VIN).
- This item has the following restrictions:
 - It cannot be used for any consumer collateral loans where the title reflects the vehicle as **commercial/business (including vehicles used for hire or taxi services), salvaged, lemon, refurbished, or rebuilt**. Members who wish to purchase vehicles of this nature will have to qualify for the loan on signature or select another vehicle to purchase.
 - It cannot be used to purchase recreational vehicles, classic/ antique cars, multiple vehicles, airplanes, ATV/mopeds, jet skis, snowmobiles, or boats.
 - It must be used on a vehicle in which there is sufficient value to support the amount financed. The vehicle must have a value of at least 100% of the amount financed. The value is determined using the NADA Retail Value. To cover the additional costs of taxes, title charges, and tags, the loan may reach a maximum of 125% of the vehicle’s NADA Retail Value. Navy Federal reserves the right to reject any item in which the vehicle specified does not support the amount financed.
- **ATTENTION, DEALERS: You must call 1-866-348-8946 to validate this item prior to deposit.**
Monday - Saturday, 0700-midnight, EST
Sunday, 0900-2000, EST
 - Advise the representative that you are a Dealer and have a pre-approved item.
 - You will be asked for the 14-digit number at the top left and for the information about the vehicle (e.g., year, make, model, mileage, VIN).
 - You will receive a 4-digit Validation Code from a Navy Federal representative, which should be placed on the item in the box titled “Validation Code.” This Validation Code will activate the item.
- Complete and sign the Dealer endorsement on the back of the item. The Dealer endorsement must match that of the Dealer printed on the front of the item.
- The purchase amounts, both numerical and written, must be accurate, identical, and legible.
- The amount of the item cannot exceed the “Not to Exceed” amount printed at the top of the item.
- Deposit the completed preapproved loan item with your financial institution no later than the “Void Ninety Days After” date shown on the front of the item.

- **Dealers must comply with the titling/registration requirements of your state**, recording a first lien in favor of:

Navy Federal Credit Union
PO Box 659027
Sacramento, CA 95865

Overseas requirements: If the vehicle is overseas, please forward a copy of the military registration, foreign registration, copy of the bill of sale, or copy of the Manufacturer’s Statement of Origin (MSO). Mail the copy in the enclosed green envelope, submit a copy of the title using the Document Upload Portal at: <https://digitaluploads.navyfederal.org/uploadportal/sdu/ccpt>.

Please use Navy Federal Credit Union’s lien holder code if registering in one of the following states:

AZ	E00074332	NE	10264578
AR	1927	NH	13
CA	W33	NJ	597338238180020
CO	E5301167050001	NV	NA0004
FL	205930786	NY	77927
GA	001100781442	OH	E00189
HI	NAV	OK	LH003091
IA	53011670500	OR	6049513
ID	530116705	PA	53-011670501
IN	5301167050001	SC	14499500
LA	EMNB	SD	530116705
MA	C02299	TX	53011670500
MD	10039	VA	ELT45
MI	LH056344	WA	NFU
MS	00-128722560	WI	0044174
MT	530116705	WV	E01121WW
NC	30958056		

Trade-in policy for vehicles with an existing Navy Federal lien:

- DO NOT send in a pay-off to satisfy our member’s vehicle loan.
- Please accept the trade-in as if it were free and clear.
- To close the deal, you will be presented with a trade-in worth the trade allowance you designated and a draft from Navy Federal to make up the difference in purchase price.
- Navy Federal will account for any negative equity associated with the deal so long as the requested loan amount meets loan-to-value guidelines.
- To request the title be released directly to you, call 1-888-842-6328.

Note: The trade-in and Navy Federal item will add up to the total purchase price and satisfy the deal. If you have questions or concerns, please visit navyfederal.org.

Purpose	Year	Mileage
New Auto	Current or previous model year	Less than 7,500 miles
Late Model Used Auto	Current or previous model year	7,500-30,000 miles
Used Auto	Less than 20 years old	Over 30,000 miles

Navy Federal
Preapproved Loan Item Endorsement Instruction Sheet

Navy Federal Credit Union

Not a Cashier's Check

68-7497
2560

Vienna, VA

Item No.	Not to Exceed \$	Void Ninety Days After	Mo.	Day	Yr.

Pay to the Order Of

Not to Exceed \$

Void Ninety Days After

Mo.	Day	Yr.

Payee Must Be Authorized Vehicle Dealer

\$ _____

Amount in Numbers

Amount in Words

Dollars

Year	Make/Manufacturer	Model	Mileage	Vehicle Identification Number

Navy Federal Loan Number:

Borrower's Name:

VIN Must Be Legible to Ensure Payment of This Item

Co-Borrower's Name (If Shown Below, Must Sign Promissory Note on Reverse):

Borrower's Signature Required on Front AND Reverse

Date

Dealer Must Call 1-866-348-8946 Prior to Depositing to Validate the Item

⑈0 200 174 104⑈

⑆256074974⑆

⑈005

Endorsement of this instrument guarantees recording of a first lien on the vehicle in favor of Navy Federal Credit Union or the releasing of the vehicle title security interest filing statement or equivalent and forwarding directly to Navy Federal Credit Union, PO Box 659027 Sacramento, CA 95865 within 20 days.

Endorsement of the Payee

Validation Code				
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Dealer to fill out

Validation Code
 Dealer must call 1-866-348-8946 for 4-digit code.

Dealer to fill out

Dealer Endorsement Signature Name or business stamp must be identical to the dealer's name on the front of the check.

Promissory Note Instrument

For value received by endorsement and signature hereon, the undersigned promise(s) in lieu of payment of this instrument, to execute and deliver an amended promissory note, security agreement and perfection documents on mutually agreeable terms. The undersigned grant(s) Navy Federal a security interest or lien on the personal property identified on the reverse hereof. Navy Federal may at its option in the event of default under the terms enclosed with this instrument pursue any and all remedies available under law, and may collect court costs and reasonable attorney's fees as allowed on any judgment taken on this note. I understand that Navy Federal Credit Union may dishonor this item in its sole discretion. In which case my promissory note and security agreement will be revoked. If Guaranteed Asset Protection has been elected, by signing, I request that protection and agree to the terms and conditions in the Guaranteed Asset Protection Agreement and Disclosure (attached). **I understand I can cancel Guaranteed Asset Protection by contacting Navy Federal Credit Union toll-free in the U.S. 1-888-842-6328. For toll-free numbers when overseas, visit navyfederal.org. Use 1-703-255-8837 for collect international calls.**

Borrower's (Member's) Signature

Co-Borrower's Signature

Member to fill out

The Amount in Numbers must be identical to the Amount in Words.

Member to fill out

Must be paid to authorized dealer

Member to fill out

Collateral description and VIN for vehicle member is purchasing

Member to fill out

Borrower (Member's) Signature and Date

Member to fill out

Borrower (Member's) Signature

If applicable

Co-Borrower's Signature