



NORTHEASTERN
UNIVERSITY FEDERAL
CREDIT UNION

Checklist for New Accounts and Consumer Loans

New Accounts – all of the following required

- **New Member Application - under Forms & Disclosures tab**
- **Government Issued Identification (valid driver's license, State ID, Passport) – document must not have expired**
- **Proof of Address – i.e. utility bill, cable bill, bank statement or credit card statement**
- **Husky Card – if an employee or student at NU**
- **Minimum deposit of \$10.00 for share savings and \$10.00 for checking (if applicable)**
- **As per the Patriot Act, we may ask for other information to establish the membership**
- **NEUFCU staff will make copies of the originals**

Consumer Loans – not all of the items may be applicable

- **Loan Application – under the Forms & Disclosures tab**
- **Two most recent paystubs**
- **Auto Loans**
 - **Signed Sales Agreement*****
 - **RMV1 Form*****
 - **Copy of Title (only if used vehicle)**
 - **Insurance Binder*****
- **Refinancing Auto Loans**
 - **Payoff letter from other financial institution which must include: name and address of the financial institution, loan account number, the date the payoff is good until, daily interest and the amount of payoff**
 - **Copy of title**
 - **Insurance Binder*****
 - **Check for \$25.00 made payable to Registry of Motor Vehicles**
- **Other information may be requested as part of the underwriting process.**

*****NEUFCU must be listed as a lienholder on document as follows:
NEUFCU – CO1711, 360 Huntington Ave, 129CN, Boston, MA 02115**

****ALL DOCUMENTS MAY BE EMAILED TO US AT NUFCU@NEU.EDU OR FAXED TO US AT (617) 373-2584****