



**LEGEND:**  
White Boxes Indicate Member-Required Actions

**Collateral** – auto, motorcycle, boat, trailer, motor, motor home, RV, etc.

**Lien holder** – financial institution with an enforceable right on an asset/property as security for debt

**DMV** – Department of Motor Vehicles

- Visit your state DMV website to view state-specific requirements and fees. If Navy Federal exercises its right to file for the lien-recorded title, filing fees will be debited from your savings account.
- Lien-recorded titles should be forwarded to Navy Federal Credit Union, PO Box 25109, Lehigh Valley, PA 18002-5109.
- If the lien-recorded title is not received within 30 days, Navy Federal will notify you at your address on file. Contact your dealership, financial institution, or DMV to confirm your title has been forwarded to Navy Federal. If it's been more than 60 days since your loan booked and there are issues with obtaining your title, please contact us and advise us of the issues and the steps you have taken.
- If the lien-recorded title is not received within three months, Navy Federal may convert this loan's APR to Navy Federal's prevailing unsecured personal loan rate and can increase the monthly payment.



# Credit Union Loan Instructions to Members

- **Verify** your name, address, amount financed, payment schedule, and collateral description. Do not alter the check or Promissory Note, Security Agreement, and Disclosure.
- **Sign** your name where indicated at the bottom of the Promissory Note, Security Agreement, and Disclosure exactly as it appears on that document. If more than one name appears on a document, the document must be signed by all parties named.

Ensure that all signatures are present where indicated by the “▶” stamp and initials are provided for your voluntary selection of the Guaranteed Asset Protection (GAP) plan. Either the Applicant or Co-applicant may initial.

- **Retain** for your records one copy of the Promissory Note, Security Agreement, and Disclosure.
- **Mail** signed documents immediately to Navy Federal in the postage-paid envelope, or
  - ▶ **Fax** signed documents immediately to 703-255-7976 or 1-866-661-7644, or
  - ▶ **Email** signed documents as attachments via Navy Federal Online Banking by selecting the “Messages” tab and attaching your document.
- **Sign and submit** the check to the person or firm to whom it is payable. Remember to sign the reverse side as well.

## Additional Information

- Shares pledged as collateral continue to earn dividends, and the share balance may never be less than the outstanding loan balance.
- Interest is charged on the loan as of the date on the Promissory Note, not the date the check is cashed.
- No coupon books are issued. You are responsible for ensuring that payments are received by the due date.
- For questions, please call:
  - ▶ Toll-free in the U.S. at 1-888-842-6328
  - ▶ Toll-free numbers overseas vary by country; however, the final 11 digits will be 800-0-842-6328. For a complete listing, visit [navyfederal.org](http://navyfederal.org).
  - ▶ Collect internationally at 1-703-255-8837

## Additional Instructions for Loans Secured by Vehicles, Motorcycles, Motor Homes, Trailers, Recreational Vehicles, Aircraft, or Boats

The Loan cannot be used to purchase commercial/business purpose vehicles (including vehicles used for hire or taxi services), recreational vehicles, airplanes, ATV/mopeds, jet skis, snowmobiles, or classic/antique cars. Ask to see a copy of the title to avoid purchasing a vehicle that has been branded as salvaged, lemon refurbished or rebuilt.

If you have not done so already, please contact Navy Federal to provide your identification number(s) for the collateral securing your loan.

- Autos, motorcycles, motor homes, and trailers have vehicle identification numbers (VINs).
- Recreational vehicles, including ATVs and campers that must be pulled by another vehicle, have serial numbers.
- Boats/watercraft have hull numbers; aircraft have N-numbers.

Financing is available on boats and recreational vehicles used for recreational purposes only.

## Titling and Lien Recording Directions

As part of the loan agreement, please provide the Certificate of Title or other proof of ownership reflecting Navy Federal as **first lien holder** within three months. If the lien-recorded title is not received within three months, Navy Federal may convert this loan’s APR to Navy Federal’s prevailing unsecured personal loan rate and can increase the monthly payment. **See additional guidance on the back.**

- **If you purchased from a dealer**, the dealer may submit your title paperwork to your local DMV on your behalf. Instruct your dealer to record Navy Federal as first lien holder. Our address should be listed as: **Navy Federal Credit Union, PO Box 25109, Lehigh Valley, PA 18002-5109.**
- **If you purchased from a private seller or the dealer did not submit your title paperwork on your behalf**, it is your responsibility to register the vehicle in your name and record Navy Federal as first lien holder. Please take your title and a copy of your Promissory Note into your local DMV and instruct the DMV to send your title with Navy Federal listed as first lien holder to **Navy Federal Credit Union, PO Box 25109, Lehigh Valley, PA 18002-5109.**
- **If you refinanced your vehicle from another financial institution to Navy Federal**, please contact your previous financial institution to verify the title was mailed to **Navy Federal Credit Union, PO Box 25109, Lehigh Valley, PA 18002-5109.**

Collateral Located in U.S.	Document Required by Navy Federal
New or Used Vehicle	State-Issued Certificate of Title
Boat, Trailer, Motor	State-Issued Certificate of Title
Vessel/Boat Registered With U.S. Coast Guard	Copy of Coast Guard Certificate of Documentation
Collateral Registered But Not Titled Due to State Regulation	Copy of State-Issued Registration
Collateral Not Titled or Registered Due to State Regulation	Copy of Bill of Sale
Aircraft	Copy of FAA Registration
Collateral Located in Foreign Countries	Document Required by Navy Federal
New Collateral Used Collateral	Copy of the Following: Manufacturer’s Statement of Origin, Bill of Sale, Military Registration, or Foreign Registration

- Please do NOT send payments or deposits to the Lehigh Valley, PA address.
- Only the name(s) on the Promissory Note/loan should appear on the Certificate of Title (or proof of ownership).
- If Navy Federal exercises its right to file for the lien-recorded title, filing fees will be debited from the borrower’s savings account.
- **To sell, trade, or dispose of any collateral without consent of Navy Federal** is in direct violation of your contract.
- **Instruct your insurance company to list Navy Federal Credit Union as loss payee on your collision and comprehensive policy.** The acceptable deductible is \$500 or less.