

PATENT & TRADEMARK OFFICE FEDERAL CREDIT UNION
Member's Loan Application Required Documents Checklist

LOAN TYPE	REQUIRED DOCUMENTS	CHECK
Signature Loan Visa Credit Cards, Unsecured Loans	• Completed Loan Application	
	• Current Pay Stub	
	• Self-employed - Two Years Signed Tax Returns (including supporting tax schedules)	
Auto Loan	• Completed Loan Application	
	• Current Pay Stub	
	• Self-employed - Two Years Signed Tax Returns (including supporting tax schedules)	
	• Dealer Purchase Order	
Auto Equity Loan	• Completed Home Equity Loan Application	
	• Current Pay Stub	
	• Self-employed – Two Years Signed Tax Returns (including supporting tax schedules)	
	• Deed of Trust (Schedule A)	
	• Current Mortgage Statement	
	• Current Home Owners Insurance Binder	
	• Most Recent Annual Tax Assessment	
	• Dealer Purchase Order for the Auto (waived for pre-approvals)	
Home Equity Line of Credit <i>Note: Everyone on the Deed of Trust must apply.</i>	• Completed Home Equity Loan Application	
	• Current Pay Stub	
	• Self-employed – Two Years Signed Tax Returns (including supporting tax schedules)	
	• Deed of Trust (Schedule A)	
	• Current Mortgage Statement	
	• Current Home Owners Insurance Binder	
	• Credit Union will order appraisal at member's expense estimated. Contact loan dept. for estimated fee.	
EZ Equity Loan <i>Note: Everyone on the Deed of Trust must apply.</i>	• Completed Home Loan Application	
	• Current Pay Stub	
	• Self-employed – Two Years Signed Tax Returns (including supporting tax schedules)	
	• Deed of Trust (Schedule A)	
	• Current Mortgage Statement	
	• Current Home Owners Insurance Binder	
	• Credit Union will order appraisal or tax assessment at member's expense. Contact loan dept. for estimated fee.	