



## TENNESSEE CHECKLIST FOR FUNDING PACKAGE

Complete this form and submit with retail installment contract

Customer Name: \_\_\_\_\_ Dealer: \_\_\_\_\_ Log # \_\_\_\_\_

- Need original and a copy of completed retail installment contract assigned by an authorized signer
- Copy of signed credit application
- Insurance verification - required on unpaid balances over \$4,000
- Copy of front and back of customer's valid driver's license - I.D. required on all signers and signature must match contract
- Proof of residence for all buyers
- Copy of customer's current paystub (proof of income for self-employed)
- Copy of W-2, 1099 or signed form
- Copy of odometer statement
- Copy of Tennessee application for vehicle title and registration naming **Nationwide Southeast LLC** as lienholder
- Copy of buyer's order/bill of sale
- All signers on contract must be on title
- Signed Supplemental Disclosure and Agreement form
- Six references listed below:

NAME	RELATIONSHIP (specify)	ADDRESS	PHONE
	Relative		
	Relative		
	Relative		
	Relative		
	Other		
	Other		

When applicable:

- Copy of co-signer's valid driver's license or I.D. - signature must match contract
- Copy of co-signer's signed credit application
- Copy of co-signer's current paystub (proof of income for self-employed)
- Copy of approved service contract and GAP coverage naming **Nationwide Southeast LLC** as lienholder
- Signed GAP (Debt Cancellation) Coverage form
- Signed federal Notice to Co-signer form
- Signed Non-English Language Transaction form
- Signed co-signer Supplemental Disclosure and Agreement form
- 6 personal references on co-signer if living at different address
- Voluntary authorization for automated car payment form

This information furnished by: \_\_\_\_\_ Date: \_\_\_\_\_

**All forms available at [www.nac-loans.com](http://www.nac-loans.com)**

SEND FUNDING PACKAGES & TITLES TO:  
**Nationwide Southeast**  
**Attn: Funding Department**  
**3675 Crestwood Parkway, Suite 503**  
**Duluth, GA 30096**

SEND INSURANCE INFO TO:  
**Nationwide Southeast**  
**Dept 5039**  
**P.O. Box 2350**  
**Coraopolis, PA 15108**

Funding occurs the next business day after contract is received and stipulations have been met.

All contracts are subject to verification with customer.

### LIENHOLDER INFORMATION

According to the federal lien perfection provision, a dealer has 30 days from date of sale to perfect a lien. Please register **Nationwide Southeast LLC** as LIENHOLDER within that time. **We do not accept rebuilt, salvage, or flood titles.**

### AUTO INSURANCE COVERAGE

Vehicle must be covered by physical damage insurance with loss payee payable to **Nationwide Southeast LLC** prior to purchase. **Unpaid balances over \$4,000 need a minimum term of 6 months and a maximum \$500 deductible.**