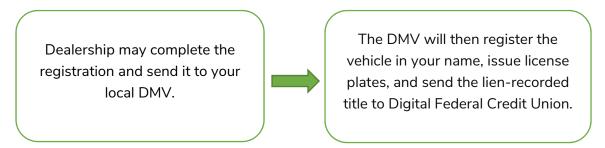
# **Essential Information Regarding Loan Title and Insurance Requirements**

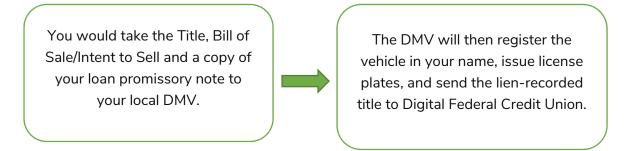
Must be received within **90 days** of purchase or refinance of your vehicle, a **Certificate of Title** indicating **Digital Federal Credit Union** as the **first Lienholder** must be submitted along with **Vehicle Insurance** information. If we do not receive your **Title and Insurance** information, accurately reflecting **Digital Federal Credit Union** as first lien holder, failure can result in demand of payment in full of the entire loan balance, taking possession of the vehicle, and/or applying the default rate of **18.00%** to your current loan balance.

# **Purchase From Dealership**



 PLEASE NOTE: If there's a delay in receiving the title, contact your dealer to confirm they've submitted the necessary paperwork to the DMV. If they already have, contact your state DMV to resolve.

# **Purchase From Private Seller or Self-Titling**



### **Refinance From Another Financial Institution**

Verify with previous institution that the Title was mailed to Digital Federal Credit Union.



Once Digital Federal Credit Union receives the Title, we will mail required paperwork if any, to your address on file to apply for a lien-recorded Title. Digital Federal Credit Union will debit the DMV titling fees from your account and submit to the DMV on your behalf.

✓ If your vehicle is registered in an owner retain state such as Kentucky, Maryland, Michigan, Minnesota, Missouri, Montana, New York or Oklahoma, please email us a copy of the title to asc-cm@dcu.org or fax it to 866-874-7820 with Digital Federal Credit Union listed on your title as first lien holder within three months of purchase.

# Request Title Release

Upon **payoff** your vehicle title would be **released**, if the title is **electronic**, Digital Federal Credit Union will record **lien release** and the physical title would be mailed by the state DMV.



Temporary release of Title to either accommodate state change, if moving to another state or adding/deleting/changing name on the title.

#### Insurance

✓ Please email copy of your current insurance coverage to asc-cm@dcu.org or fax to 866-874-7820, it must include following:

- Year, Make, Model and VIN or Serial Number
- Comprehensive and Collision Coverage (Deductible cannot exceed \$1,000)
- Digital Federal Credit Union listed as Loss Payee:

Digital Federal Credit Union 220 Donald Lynch Blvd. Marlborough, MA 01752