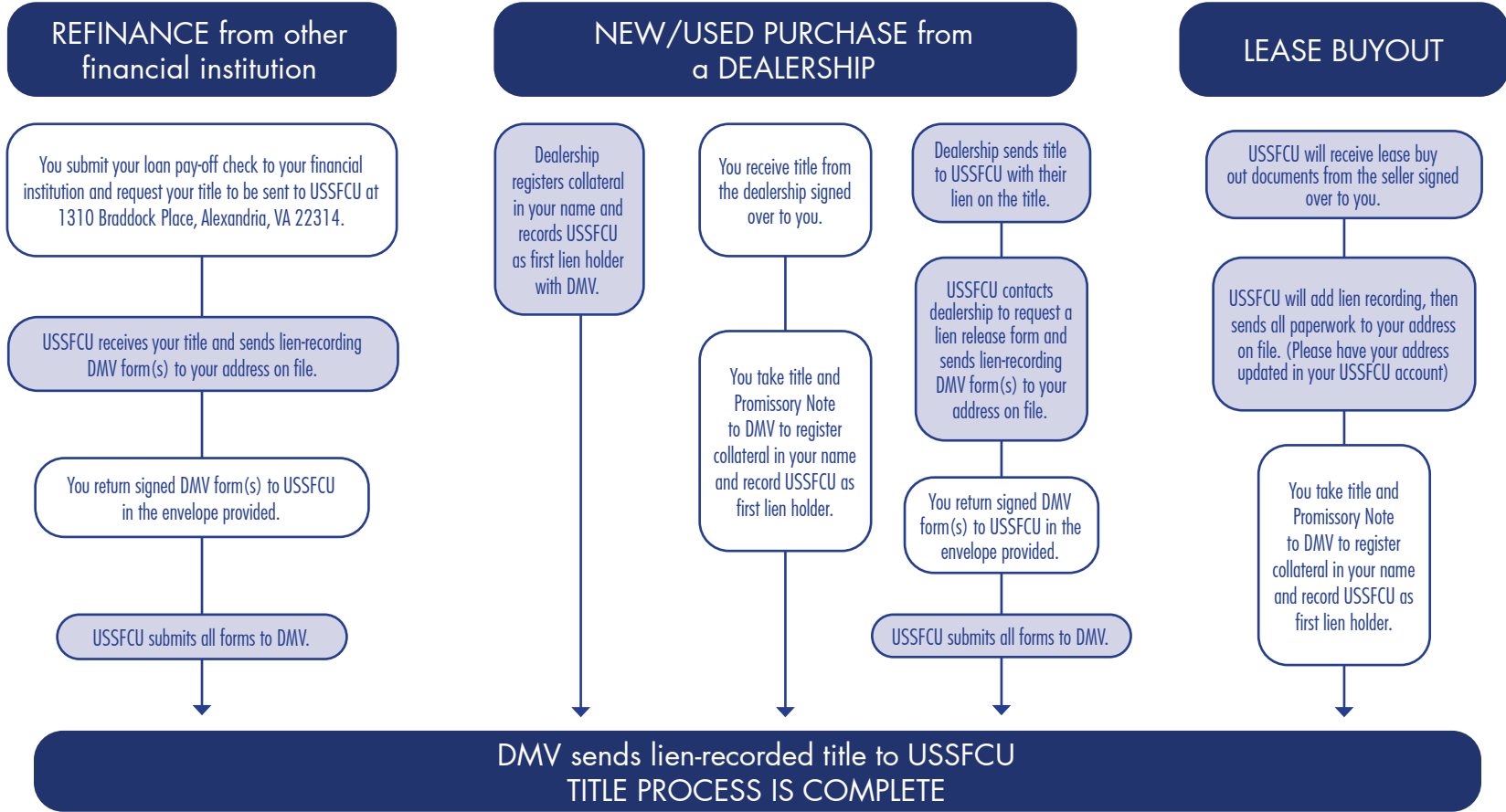




# Title & Lien-Recording Process Guide for Collateral Loans



Please ensure that your address on file and associated with your account is up to date with your current and/or preferred address.

**Legend:**

Light blue boxes indicates USSFCU actions taken.

White boxes indicate member required action.

**Collateral** - auto, motorcycle, boat, trailer, 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.
- Lien-recorded titles should be forwarded to **United States Senate Federal Credit Union, 1310 Braddock Place, Alexandria, VA 22314.**
- If the lien-recorded title is not received within 30 days, USSFCU will notify you at your address on file. Contact your dealership, financial institution, or DMV to confirm your title has been forwarded to USSFCU. 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.



# Title & Lien Recording Guide

## Loan Instructions to Members

- **Sign and submit the check** to the person or firm to whom it is payable. Remember to sign the reverse side as well and please do not alter the check.
- 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 **800.374.2758**
  - ➔ Call Collect or Internationally at **202.224.2967**

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

The loan cannot be used to purchase commercial/business purpose vehicles (including vehicles used for hire or taxi services), recreational vehicles, 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 USSFCU to provide your identification number(s) for the collateral securing your loan.

- Autos, motorcycles, 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.

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 USSFCU as first lien holder within three months. 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 USSFCU as first lien holder. Our address should be listed as: **United States Senate Federal Credit Union, 1310 Braddock Place, Alexandria, VA 22314.**
- **If you purchased from a dealer and they did not submit your title paperwork on your behalf, it is your responsibility to work directly with the DMV to register the vehicle in your name and record USSFCU as first lien holder.** Please take your title and a copy of your Promissory Note to your local DMV and instruct the DMV to send your title with USSFCU listed as first lien holder to **United States Senate Federal Credit Union, 1310 Braddock Place, Alexandria, VA 22314.**
- **For lease buyouts it is your responsibility to work directly with the DMV to register the vehicle in your name and record**

**USSFCU as first lien holder.** You will also be responsible for any potential taxes or fees due.

### Title Not Received? Contact The DMV First

The DMV will inform you as to the current lien holder on the title. If USSFCU is listed as lien holder, USSFCU must order duplicate and receive title with our lien. If USSFCU is NOT the lien holder YOU MUST follow one of the two following steps.

1. If previous lender is listed, you must contact the lender to order duplicate, request lien release, and forward duplicate title to USSFCU.
2. If the lien is blank, you must order the duplicate title and forward it to USSFCU.

If you have any questions about this process, please reach out to us at any time by calling **800.374.2758** or email us at [LendingSupportServices@ussfcu.org](mailto:LendingSupportServices@ussfcu.org).

**If you refinanced your vehicle from another financial institution to USSFCU,** please contact your previous financial institution to verify the title was mailed to **United States Senate Federal Credit Union, 1310 Braddock Place, Alexandria, VA 22314.**

Collateral Located in U.S.	Document Required by USSFCU
New or Used Vehicle	State-Issued Certificate of Title
Boat, Trailer, Motor	State-Issued Certificate of Title
Collateral Titled in KY, MD, MI, MN, MO, MT, NY	Security Interest Filing (SIF) or Copy of Title
Vessel/Boat Registered with U.S. Coast Guard	Copy of Preferred Ship Mortgage or Abstract of Title
Collateral Registered but Not Titled Due to State Regulation	Copy of State-Issued Registration or Copy of Bill of Sale

- At least one borrower's name on the Promissory Note/loan is required to appear on the Certificate of Title (or proof of ownership).
- **To sell, trade, or dispose of any collateral without consent of USSFCU is in direct violation of your contract.**
- **Instruct your insurance company to list USSFCU as loss payee on your collision and comprehensive policy.** The acceptable deductible is \$1,000 or less.

**Please ensure that your address on file and associated with your account is up to date with your current and/or preferred address.**