

**Non Dealer Auto Form**

This information will be used by Virginia Credit Union to assist you in the refinancing of your vehicle, purchase of a leased vehicle or a private owner purchase.

Member Name: \_\_\_\_\_ Member Number: \_\_\_\_\_

Year of Vehicle: \_\_\_\_\_ Make/Model: \_\_\_\_\_ / \_\_\_\_\_

VIN #: \_\_\_\_\_ Mileage: \_\_\_\_\_

**For All Refinances, Lease Purchases and Private Owner Purchases that have a lien:**

Name of Lien Holder (Financial Institution): \_\_\_\_\_

Phone Number of Lien Holder (Financial Institution): \_\_\_\_\_

Payoff Account Number: \_\_\_\_\_

Name(s) on Current Loan: \_\_\_\_\_

**For Refinances:**

I, \_\_\_\_\_, authorize \_\_\_\_\_ to give the 10-day  
(current borrower's name) (current lender's name)

payoff concerning my vehicle loan number \_\_\_\_\_ to Virginia Credit Union Inc.

By signing below, I give my permission to have the vehicle title released to Virginia Credit Union and for Virginia Credit Union to be recorded as the lien holder on the title.

**For Lease Purchases:**

1. Have you requested the odometer statement?  Yes or  No
2. Are you aware you may be liable to pay sales tax and DMV fees?  Yes or  No

**For Private Owner Purchases:**

Sellers Name: \_\_\_\_\_ Sales Price: \_\_\_\_\_

Once you have obtained the vehicle, you are required to immediately:

- Take the title to DMV
- Pay sales tax and all applicable fees.
- Pay all applicable fees
- Have Virginia Credit Union recorded as the lien holder

If you would like the Credit Union to consider the cost of taxes and fees in your loan request, please contact the Credit Union for more information.

**Member/Current Borrower Signature:** \_\_\_\_\_