



**820 Putney Rd.  
P.O. Box 8366  
Brattleboro, Vermont 05304  
(802) 254-4800  
FAX (802) 254-6957**

Thank you for considering River Valley Credit Union for your financial needs. We strive to make the application process as easy as possible. Please complete all sections of the attached application and include the following:

- Proof of income for each applicant
  - Current pay-stub or last year's W-2
  - If Self-Employed – Copy of last year's federal income taxes including the Schedule C
- Proof of Identification
  - Valid driver's license or government issued ID such as passport

Telephone # where we can reach you from 9:00 AM to 5:00 PM

(     ) \_\_\_\_\_ - \_\_\_\_\_ ext. \_\_\_\_\_

We look forward to working with you.

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**FOR STAFF USE ONLY**

- Application is complete
- Loan amount and specific purpose stated – We do not accept personal as a purpose.
- Current income verified by pay-stub, W-2 or tax return
- Monthly rent or mortgage payment (include property taxes)
- Copy of driver's license or government issued ID
- Verify E-Funds has been run. If not, run E-Funds and put note on system.

**Vehicle Loans**

- Purchasing at a dealership – Copy of purchase and sales agreement
- Purchasing through a private sale – Copy of current owner's registration and/or copy of title.

Initials of employee filling out checklist \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
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