

# LOAN APPLICATION GENERAL INSTRUCTIONS



## COAST GUARD EMPLOYEES CREDIT UNION

HALE BOGGS FEDERAL BUILDING  
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Web: [www.coastguardecu.net](http://www.coastguardecu.net) E-Mail: [cgecu@coastguardecu.net](mailto:cgecu@coastguardecu.net) All previous forms are not valid

### GENERAL LOAN REQUIREMENTS

1. You must be a member of the Credit Union prior to getting approval for a loan. You can complete the membership card and a loan package at the same time, but the funds to open your account must be made in cash at the office, a money order or cashiers check
2. If refinancing an existing loan with us, you must pay the required amount of the original loan amount prior to the processing of the loan application. **Such early payment will not be returned if the loan application is not approved.** Further such early payment can not exceed 40% of the amount to be disbursed from the amount requested in the application.

### LOAN APPLICATION FORM CGECU L-2213-2 INSTRUCTIONS

1. Answer all questions or put N/A in space if it does not apply to you.
2. List all monthly gross income; remember to attach proof of income with application for each entry.
3. List all present outstanding debts; use a separate paper if necessary.
4. You must sign the second page of the application.

### PROMISSORY NOTE FORM CGECU L-2213-3

1. DO NOT complete any section of this document; the credit union staff will complete these areas.
2. Only Sign the document at the appropriate location on the bottom of the form.
3. A copy of the document will be sent to you once the application has been approved. You should verify all information prior to cashing any checks or completing any related transactions.

### TRUTH IN LENDING - REGULATION Z – CONSUMER CREDIT DISCLOSURE FORM CGECU L-2211

1. DO NOT complete any section of this document; the credit union staff will complete these areas.
2. Only Sign the document at the appropriate location on the bottom of the form.
3. A copy of the document will be sent to you once the application has been approved. You should verify all information prior to cashing any checks or completing any related transactions.

### STATEMENT OF UNDERSTANDING FORM CGECU L-2213-6

1. Initial each statement that applies to you put N/A in those that do not apply.
2. Sign the document at the appropriate location on the bottom of the form.

### DOCUMENTS TO INCLUDE WITH APPLICATION

1. Proof of income for all items listed on page two of the loan application. DO NOT send a copy of your bank statement; this is not acceptable proof of income. Proof of income is a copy of your LES, pay stub, letter from employer or source of income stating amount paid and any deductions.
2. Additional list of debts if separate sheet used.
3. If this is a vehicle loan, include the Bill of Sale or Buyers Order. Make sure all information is listed of any options and if used vehicle the current mileage. These items can be faxed to the office.
4. Provide any additional information you wish to be considered for approving of the requested loan

Return all original forms to the address above.

**WE MUST HAVE ORIGINAL SIGNATURES ON ALL FORMS**

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