



Vehicle Buyer's Check Instructions

This instructional guide serves as a general resource for how to use a Vehicle Buyer's Check and transfer a vehicle title. A Vehicle Buyer's Check **cannot** be used for refinancing a vehicle, or for purchasing a vehicle that has been deemed as salvaged or reconditioned, from a non-franchised dealership, or from a private-party. The check **can** be used for buying a vehicle from a franchised dealership that is in or outside the state of Texas. Please contact a Consumer Lending representative at 210-945-3300, then option 3 twice with any questions or concerns.

How to Use the Check

RANDOLPH-BROOKS FEDERAL CREDIT UNION

123456

PO BOX 2097, UNIVERSAL CITY, TEXAS 78148-2097

NOT TO EXCEED \$ ***XX, XXX.XX (U.S. Dollars Only)

VOID SIXTY DAYS AFTER

MO. 04

DAY 23

YR. 2020

PAY TO THE ORDER OF (1)

Dealer/Manufacturer (Circle One)

\$ (2)

AMOUNT IN NUMBERS

(3) DOLLARS

VEHICLE DESCRIPTION (4)

YEAR (4)

MAKE (4)

MODEL (4)

BODY TYPE (4)

MILEAGE (4)

VEHICLE IDENTIFICATION NUMBER (4)

ACCOUNT XXXXXXXXXXXX

BORROWER'S NAME

BORROWER'S ID/STATE

VEHICLE BUYERS CHECK

CO-BORROWER'S NAME

(5) CO-BORROWER'S ID/STATE

DEALER PHONE NUMBER

THIS CHECK WILL NOT BE PAID WITHOUT ALL BORROWER(S) SIGNATURE(S) ON REVERSE

|| 123456 ||

| : 314089681 | :

180009969 ||

Vehicle Color (6)

CO-BORROWER'S SIGNATURE

BORROWER'S SIGNATURE (7)

Purchase Date (8)

PROMISSORY NOTE INSTRUMENT

P.O. Box 2097, Universal City, Texas 78148-2097

RANDOLPH-BROOKS FEDERAL CREDIT UNION

(9) DEALER/MANUFACTURER'S ENDORSEMENT

OVERSEAS DEALER: By endorsing below, you represent and warrant that the dealership/manufacturer named on the reverse side has recorded a first lien on the vehicle described on the reverse side in favor of RBFCU, P.O. Box 149, Wilmington, OH 45177 USA, and that you have complied with all other conditions to receive payment.

By endorsing below, you represent and warrant that the vehicle identified on the reverse side has no outstanding lien OR that all existing liens will be released. And also, you agree to provide clear title to buyer(s) and complete any required paperwork to transfer title to buyer(s) within thirty (30) days of the Purchase Date set forth below.

1. Make the check payable to the dealership (refer to 'What is Your Vehicle Purchasing Situation?')
2. Using numbers, write in the total purchase amount (in U.S. dollars)
3. Using words, write in the total purchase amount (in U.S. dollars)
4. Ensure the Vehicle Description and the Vehicle Identification Number (VIN) are accurately completed
5. Provide borrower/co-borrower* driver's license numbers and states of issuance
6. Write in the major color of the vehicle (i.e. black, blue, brown, orange, red, silver, gold, etc.)
7. All borrowers must complete and sign the **Promissory Note Instrument**
8. Provide the date the vehicle was purchased
9. The dealer **must endorse** the check before presenting it to their financial institution

*Only applies to a co-borrower that has already been approved on your existing vehicle loan application.



Transferring a Vehicle Title

The general process for transferring ownership of a vehicle title is outlined below. Always check with your local vehicle titling office for the most up-to-date policies and fees. Other documentation and fees may be required by your local vehicle titling office depending on the complexity of your purchasing/titling situation.

What is Your Vehicle Purchasing Situation?

Dealership Purchase	Overseas Purchase ¹
<p>Texas: The dealer will facilitate the transfer of title and is responsible for recording a first lien in favor of RBFCU, P.O. Box 149, Wilmington, OH 45177-0149. Provide the name(s) to appear on the title to the dealer. RBFCU maintains Electronic Lien and Titling (ELT) account in Texas, use eTitle Lienholder ID 74118501000.</p> <p>Outside of Texas: The dealer will facilitate the title transfer process in accordance with their state's vehicle titling and registration laws. Please reference the Out-of-State Title Transfer instructions below for more information.</p>	<p>From Manufacturer/Dealer: Ensure that the manufacturer records a first lien in favor of RBFCU, P.O. Box 149, Wilmington, OH 45177-0149 on the original Certificate of Origin.</p> <p>Once the vehicle arrives in the U.S., using the original Certificate of Origin, get your vehicle inspected and registered in the state or province you reside in.</p>

¹All foreign made vehicles must meet U.S state and local specifications for official vehicle inspection and registration requirements.

Out-of-State Title Transfer

1. In the event you have to complete the title transfer process, contact the appropriate vehicle titling office in your state to verify what forms and fees are required to transfer a vehicle title. Ask your state's titling office about any special restrictions or filing deadlines.
2. Complete the required title transfer paperwork and record a first lien in favor of RBFCU, P.O. Box 149, Wilmington, OH 45177-0149.
3. RBFCU maintains Electronic Lien and Titling (ELT) accounts in the following states, please use the appropriate code on title transfer documents for your state if applicable:

AZ 741185010
CA GRZ
CO E741185010
FL 201864298
GA 101011254272
IA 74118501000
ID 741185010
LA EWRD
MA C42575
MD 10579
NC 11561490
NE 57062297
NV RA0002
PA 74118501001
SC 741185010
SD 741185010
VA RBF02
WI 41222

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