



## SKOPOS FUNDING CHECKLIST

Application Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Dealership Name: \_\_\_\_\_

Customer Name: \_\_\_\_\_

### Dealership Documents:

- Original Documents
  - Simple Interest w/all appropriate boxes complete, including correct lien holder address
  - Assignment of Retail Contract with Correct Lien holder:  
SKOPOS Financial, LLC, PO Box 1640, Coppell, TX 75019-1640
- Book out/Invoice
- Buyers Order
- Odometer Statement
- Signed Credit Application(s)
- Notice to Co-Borrower (if applicable)
- Title Application or Proof of Lien:  
SKOPOS Financial, LLC, PO Box 1640, Coppell, TX 75019-1640
- Gap and/or Vehicle Service Contract (if applicable)

### Customer Identification and Documents:

- Copy of State Issued Driver's License/ID Card or Military ID
- Proof of Residence (utility bill or cell bill dated within 30 days)
- 5 References: Name/Address/Phone Number

### Proof of Income (dated within 30 days)

- Pay stub, copy of W-2 (accepted up to March 1st), 2 months of bank statements or front and back copies of cashed checks with prior approval from underwriting
- Income Calculation - Using YTD from pay stub; divide by # of pay periods in YTD, multiply # pay periods per year period
- If self employed, can use: 2 years of Tax Returns (line 29 plus depreciation/depletion) or bank statements (2 months)

### Proof of Insurance:

- VIN matches on title, odometer statement and contract
- Agreement to provide insurance
- Skopos Financial requires full coverage with a \$500 max deductibles and Skopos Financial must be listed as the lien holder
- Proof of Insurance - vehicle must be added to insurance to fund
  - Insurance ID card or declaration page
  - Loss payee: *SKOPOS Financial, LLC, PO Box 1008, Coppell, TX 75019-1008*

### Proof of Down Payment:

- Cash - photocopy of computer generated receipt from the accounting department
- Check - photocopy front of check and a computer generated receipt from the accounting department
- Debit Card - photocopy of transaction receipt and a computer generated receipt from the accounting department

### Customer Interview:

- Customer interview is required and must be completed prior to funding. After the funding package has been shipped to Skopos Financial, customers can call **877-505-6779** to complete the interview.

**Send Contracts to:**  
**FEDEX— ONLY**  
**Skopos Financial, LLC**  
**4054 Willow Lake Blvd, STE 2104**  
**Memphis, TN 38153**

**UPS or USPS - ONLY**  
**Skopos Financial, LLC**  
**3268 Progress Way, STE 2104**  
**Wilmington, OH 45177-7700**

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_