



# U DRIVE ACCEPTANCE CORPORATION

## Dealer Enrollment Checklist

Dealership OBA/Trade Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dealer Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### Enrollment Process:

1. All items are required and must be completed in full unless otherwise stated. Please place the documents in order by the corresponding number on the checklist.
2. When complete, notify your Acct. Manager or Customer Service to confirm the contents of your enrollment packet.
3. Upon approval, fax the packet to: ( 7 1 2 ) - 2 2 4 - 5 1 6 5 or mail via U.S. Postal Service :  
 U DRIVE ACCEPTANCE CORP.  
 ATTN: Dealer Enrollment  
 P.O. Box 3107  
 Sioux City, IA 51102

	Required Documents	Related Document Notes
1	Dealer profile form (2 pages)	Complete each section and sign where required
2	Dealer agreement (16 pages)	Complete required pages and sign (both legal and OBA names)
3	Resolution document (1 page)	Choose appropriate version of the resolution document for type of business, complete each section, print and sign where required
4	ACH form (1 page)	Enter dealer legal and OBA name at top, bottom, date, print, and sign name at bottom
5	Copy of a voided check (attach to ACH form – 1 page)	Routing and account # must be visible
6	Copy of valid driver's license for all owners and officers	All principal owners/officers-must be visible
7	Copy of dealership motor vehicle license	Must be current – cannot be expired
8	Copy of business license or tax registration	Must be current – cannot be expired
9	Copy of floor plan report (if applicable) Note: Dealers with no floor plan may send copies of 5 titles for vehicles that meet our financing guidelines.	Most recent month
10	Copy of W-9 (1 page)	Complete according to instructions. Enter dealer legal name (as shown on tax return).



**U DRIVE**  
**ACCEPTANCE CORPORATION**