



P.O. Box 12400  
Charlotte, NC 28220  
Phone (704) 523-0075  
Fax (704) 523-8906  
[www.blueflamecu.org](http://www.blueflamecu.org)

Thank you for your interest in a loan with Blue Flame Credit Union. Please complete an online application and submit verification of income. Turn around time is 1 to 2 business days for a decision.

For all loan requests, we require verification of income. Please include the following with your application:

- 🔥 Two most recent paystubs- for all applicants
- 🔥 Last 2 years full tax returns- for self-employed/commissioned applicants
- 🔥 Most Recent Social Security/Pension Award Letter- for retired applicants
- 🔥 Current Letter from VA verifying retirement/disability benefits- for former military
- 🔥 A Court Order- for child support and alimony (we may require additional documentation depending on court order)

**Once approved, additional documentation required will vary based on the type of loan requested.** Please send all documentation to [blueflame@blueflamecu.org](mailto:blueflame@blueflamecu.org) or Fax (704) 523-8906

**Loans being refinanced from another financial institution:**

- 🔥 Most recent statement/Payoff from lender (payoff amount, VIN vehicle description, per diem, acct number, overnight payoff address)
- 🔥 Copy of your vehicles registration
- 🔥 Picture of odometer

**Buying from a dealership:**

- 🔥 Signed Buyers Order

**Buying a vehicle from a private seller:**

- 🔥 4 pictures of the vehicle (front, back and each side) and 1 picture of the odometer
- 🔥 Copy front and back of title (if there is no loan)
- 🔥 Copy of Seller's registration ( if there is a loan on vehicle)
- 🔥 Signed Bill of Sale ( or you can send a copy of completed seller/buyer portion on back of title w/ our completed lien information on the back BLUE FLAME CREDIT UNION P.O. Box 12400, CHARLOTTE, NC 28220)
- 🔥 Payoff from lender on letterhead (payoff amount, VIN vehicle description, per diem, including sellers name & acct number, payoff address)

*Please send all documentation to [blueflame@blueflamecu.org](mailto:blueflame@blueflamecu.org) or Fax (704) 523-8906*

***Helping you, our member, achieve financial success.***