

CIG Financial

Startup Checklist

Dealer Name: _____ **Rep:** _____

Documents Required from CIG Financial

- CIG Financial Dealer Agreement – signed by all officers/owners
- CIG Financial Dealer Reserve Addendum – signed by all officer/owner
- Agreement for Entitlement (CA ONLY) – signed by officer/owner
- CIG Financial Dealer Application – signed by all officers/owners
- Qualification Statement – filled out by all officers/owners
- Signature Card-signed by an owner
- ACH form signed by officer/owner

Additional Documents Required from Dealer Records

- Copy of DMV license
- Copy of Business license
- Copy of Seller's Permit/Sales Tax license
- Copy of Surety Bond-please provide the first page of the bond. (Independent dealers only)
- Copy of Articles of Inc. or Organization (LLC) – if applicable
- Copy of Voided check or letter from the bank that includes account and routing #

3 Months of Business Bank Statements are required if:

- Dealership has been in business for less than 6 months
- Dealer is not a homeowner or if home under spouse's name
- Inside Sales territories require bank statements

Dealer Track ID: _____ **Route One ID:** _____

Additional Comments for CIG to consider:
