

## Loan Meeting Notes

February 20, 2025

Next planned meeting date: March 20, 2025

Attendees: Aaron, Anali, Andee, Gary, GinGar, Jade, Jamie R, Jamie S, Karissa, Lacey, Laura H, Laura M, Lindsay, Liz F, Makayla, Maria, Matt, Nick, Rhonda, Rusty, Shannon H, Shannon L, Stephanie, Tara

- Updated Blended Rate Calculator:** GinGar has updated the blended rate calculator to ensure members receive the correct rate. Enter the necessary information in the red and yellow sections. Mark an "X" in the box next to the applicable discounts, and the rate will calculate automatically. As you fill in the required information, the colored boxes will change to white. Please print the worksheet calculation to Adobe for the loan document file. See the example below.

This worksheet figures the TOTAL LOAN AMOUNT when you know exactly how much signature you need					
Blended Rate Calculation				Put an X in the rate discount or adds that apply	
Member Name:					
			Collateral Qualified Rate	Collateral Value	Type in Collateral Value
			Equity Discount (-.25%)	Qualified LTV	Type in Qualified LTV
			High Credit Discount (-.25%)	Collateral Loan before Backend	Type in Collateral amount before Backend
			I Have Connections Discount (-1%)	Backend Products	Type in GAP or MRC amounts
			Add for Thin File (+2%)	Total Collateral Loan Amount	It will calculate the total allowable amount
			Add for Recent Bankruptcy (+2%)		
			Add for 20+ Years on Collateral (+2%)		
Collateral loan amount (including GAP/Warranty)	\$0.00		Final Collateral rate	Collateral portion of the loan	#DIV/0!
Collateral loan rate		0.00%			
			Signature Qualified Rate		
			High Credit Discount (-.25%)		(Signature should never be more than 20% or \$5,000)
			Add for Thin File (+2%)		
			Add for Recent Bankruptcy (+2%)		
Signature loan amount			Final Signature rate	Signature portion of the loan	#DIV/0!
Signature loan rate (36 month rate, unless term is shorter)		0.00%			If the credit score is below 625 then the signature portion should not be over \$1,000.
Total loan amount	\$0.00				

This worksheet figures the TOTAL LOAN AMOUNT when you know exactly how much signature you need					
Blended Rate Calculation				Put an X in the rate discount or adds that apply	
Member Name: Member Name					
		8.49%	Collateral Qualified Rate	Collateral Value	Type in Collateral Value
			Equity Discount (-.25%)	Qualified LTV	Type in Qualified LTV
			High Credit Discount (-.25%)	Collateral Loan before Backend	Type in Collateral amount before Backend
		x	I Have Connections Discount (-1%)	Backend Products	Type in GAP or MRC amounts
			Add for Thin File (+2%)	Total Collateral Loan Amount	It will calculate the total allowable amount
			Add for Recent Bankruptcy (+2%)		
			Add for 20+ Years on Collateral (+2%)		
Collateral loan amount (including GAP/Warranty)	\$20,475.00		Final Collateral rate	Collateral portion of the loan	96.5%
Collateral loan rate		7.49%			
		15.60%	Signature Qualified Rate		
			High Credit Discount (-.25%)		(Signature should never be more than 20% or \$5,000)
			Add for Thin File (+2%)		
			Add for Recent Bankruptcy (+2%)		
Signature loan amount	\$ 750.00		Final Signature rate	Signature portion of the loan	3.5%
Signature loan rate (36 month rate, unless term is shorter)		15.60%			If the credit score is below 625 then the signature portion should not be over \$1,000.
Total loan amount	\$21,225.00				
Blended rate	7.78%				

- **VISA Documents:** Visa documents should be saved in digi docs as “VISA DOCS 2.25” or “VISA INCREASE DOCS 2.2025” with the month and year.
- **Uploading Documents in Digi Docs:** When uploading a document into Digi Docs, select the Specific Account to link it to the corresponding loan. This is helpful when a member has multiple memberships and/or loans.

**Member Digital Documents**

Description: VISA DOCS 2.2025

File Location: [Empty field]

Category: [Empty dropdown]

☒ Specific Account: 123456

Expiration Date: 02/25/2025

425 - VISA CREDIT CARD

Accept Cancel

- **VISA Increases:** When processing a Visa Increase application, create an application to maintain a record of the increase. Add a note in the Loan Application Notes section confirming it as a Visa increase, then cancel the application.
  - Make sure you are going into the original VISA application and updating the credit score and references.
- **Visa Loan Term:** On the worksheet, enter “Revolving” as the term for Visa.
- **Double Check Documentation:** Make sure you are reviewing all loan documents to ensure that all information auto-filled correctly and nothing is missing or cut off.
- **Deed and Encumbrance Reports and Property Taxes:** Please review all deed and encumbrance reports to confirm that property taxes are paid in full. Unpaid past-due taxes can result in a county lien on the property, potentially leading to foreclosure and loss to the credit union.

- **Generating Blank HELOC Application Packets:** If you are generating a blank HELOC application packet from Member Services in Forza, your NMLS will not automatically populate. Make sure to fill in your name and NMLS in the designated field of the application. You must have an NMLS to provide HELOC applications or information to members.
  - If you create a loan application and generate the application pack from there, then the member's information and your NMLS will auto-populate on the docs.
  
- **Reminder for File Stacking Order:**
  - Place checks and account activity for loan payments or payoffs made from the loan before the credit report in the file stacking order. If a statement or closure letter is included, place it directly behind the check.
  - If an account is paid off **before the loan is booked** and has not yet updated on the credit report, place the proof of documentation **after** the credit report.
  
- **Loan Quality Specialists:** The internal loan reviewers are now referred to as Loan Quality Specialists.
  - Income Calculations: For every loan, the method used to calculate income must be documented. Show your work!
  - Scanned Loan Documents: There should always be another person checking your scanned loan documents, before they reach the internal audit. This can be done by someone from another branch.
  
- **Waiving Verification of Income:** Even if a borrower qualifies for an income waiver, income should be verified if there is any uncertainty about their earnings. Income should not be waived for Thin File credit borrowers.


- **Verification of Income for Self-Employed Borrowers/Taxes:** A profit and loss statement for the previous year and the beginning of the current year must be included in the document file if it is before the tax deadline (usually April 15<sup>th</sup>).
- **Lender Report Cards:** The Lender Report Card is a new tool to add accountability by tracking recurring and ongoing errors, along with corrections on loans. The errors are documented from 2 months prior to the current month (December). This is in the L Drive>LOANS>LOAN TOTALS REPORT>2025>1-January 2025.
  - Scanned in Loan Documents: This report will include loan documents scanned in from the previous month (January).
  - Response to Loan Quality Specialist: There will be a section on the report documenting if there was a response to Loan Quality Specialists and how timely the errors were corrected.
  - There will be things that you CANNOT control and things you CAN control.

Focus on things you **CAN** control:

- Correct Values
  - LTV is within guidelines
  - Stability (Employment and Living Arrangements)
  - Ability to Repay
  - Capacity to Repay (Debt to Income Ratios and Proof of Income)
  - Completed Information: Completing all documents. Including the loan worksheet, with accurate and updated information.
  - Stay Within Policy Limits and Current Lending Guidelines.
- **CCU Listed as Lienholder on Purchase Order:** Make sure CCU is listed as the lienholder on the purchase order. If the dealership does not have a place for a lienholder to be listed, please ensure you speak with the dealership to verify they have the correct lienholder information AND document your conversation in the loan file.

- There should be a copy of the lienholder letter stapled to the check made out to the dealership. This helps ensure the dealership sends the title to the correct address.
- **Payoffs/Short Payoffs:** Every time you provide a payoff to the member or a dealership, document the payoff given, date the payoff is good through, and the per diem. This should be documented in a note on the loan suffix and the payoff retrieved from Forza can be attached as a document.

Total Disbursements	35843.70	<h3>Future Payoff Breakdown</h3> <table> <tr> <td>Balance -</td> <td>\$35843.70</td> <td>+</td> </tr> <tr> <td>Interest -</td> <td>\$80.86</td> <td>+</td> </tr> <tr> <td>Fines -</td> <td>\$0.00</td> <td>+</td> </tr> <tr> <td>Insurance Premiums -</td> <td>\$0.00</td> <td>+</td> </tr> <tr> <td>Insurance Rebate -</td> <td>\$0.00</td> <td>-</td> </tr> <tr> <td><b>Payoff Amount -</b></td> <td><b>\$35924.56</b></td> <td></td> </tr> <tr> <td colspan="3"><b>Valid Through Date -</b></td> </tr> <tr> <td></td> <td><b>3/6/2025</b></td> <td></td> </tr> </table>	Balance -	\$35843.70	+	Interest -	\$80.86	+	Fines -	\$0.00	+	Insurance Premiums -	\$0.00	+	Insurance Rebate -	\$0.00	-	<b>Payoff Amount -</b>	<b>\$35924.56</b>		<b>Valid Through Date -</b>				<b>3/6/2025</b>	
Balance -	\$35843.70		+																							
Interest -	\$80.86		+																							
Fines -	\$0.00		+																							
Insurance Premiums -	\$0.00		+																							
Insurance Rebate -	\$0.00		-																							
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<b>Valid Through Date -</b>																										
	<b>3/6/2025</b>																									
Current Balance	35843.70																									
Accrued Interest	37.73																									
Accrued Fines	0.00																									
Insurance Rebate	0.00																									
Payoff <input type="radio"/> Days <input checked="" type="radio"/> Date	03/06/2025																									
<b>Loan Payoff</b>	<b>35924.56</b>																									
Daily Interest	5.391251																									
<a href="#">Amortize Existing Balance</a>																										
Interest Information																										
Rate (Fixed)	5.490%																									
Last Accrued	26-Feb-2025																									



### Account Notes

Provided member with payoff good through 3/6/25 in the amount \$35,924.56 per diem \$5.39

☒ **Attach Documents**