

AUTO LEASE FUNDING CHECKLIST

Avoid funding delays by ensuring all required documents are present and fully completed in the funding package!

REQUIRED DOCUMENTS	
	Credit Approval Sheet showing application number, placed on top of funding package
	U.S. Bank Lease Agreement, signed and dated including: <ul style="list-style-type: none"> Insurance verification including phone number If contract box 8A is checked, a customer signed Itemization of Gross Capitalized Cost form
	Completed U.S. Bank Lease Worksheet that matches the contract
	Completed Credit Application with customer signature
	Title Application, listing USB Leasing LT as owner
	Factory Invoice (New Vehicles)
	Optional Products Addendum (if applicable)
	Service Contract, Maintenance Contract, Credit Insurance (if applicable)
	Lender Stipulated Documents (if applicable)
	State Specific Documents (if applicable) <ul style="list-style-type: none"> TX – Lease Affidavit of Primarily Non-Income Producing Vehicle Use TX50-285 TX – Property Tax Guarantee Form (if applicable) TX – Lenders and Members Form 1065 (if applicable) CO – Statement of Sales Taxes Paid DR0026 OK – Receipt of Amount Paid (if applicable)
	Business Documents (Business Deals Only) <ul style="list-style-type: none"> Appropriate Business Borrowing Resolution Garaging Address Form
	Manufacturer CPO certification with matching VIN (CPO Program Only)

This document is a guideline only. Additional documentation may be required. Information is subject to change without notice.

DEALER ADDRESSES		
Funding Address	FedEx only US Bank Suite 2063 4054 Willow Lake Blvd Memphis, TN 38153	US Mail and all other Couriers US Bank Suite 2063 3268 Progress Way Wilmington, OH 45177-7700
Additional Addresses	Lease Titling (Paper titles only) USB Leasing LT 1850 Osborn Ave. Oshkosh, WI 54902	Loss Payee U.S. Bank P.O. 3490 Oshkosh, WI 54903

For funding inquiries and assistance, please contact Dealer Support at 1.800.374.4235.

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