

# Signing Loan Documents *Do's & Dont's*

When it's time to complete the contract package, here are some "Do's" and "Dont's" to avoid common mistakes.

## Do

- Refer back to the front page on the contract. There is a checklist to confirm everything is done correctly for each page.
- Send in a voided check or bank letter showing the routing and account number of the account selected for autodraft payments if choosing autodraft.
- If an error is made, print another copy of that page and redo the document.
- Make signatures and dates consistent across all pages.
- Make sure each signature on the Power of Attorney documents is separately notarized.
- Sign notarized documents in front of the notary and make sure all the dates match.

## Don't

- Skip any signatures, initials, or dates.
- Send in documents with white-out or cross-out marks.
- Print documents front and back.
- Sign the contracts prior to the 'Do Not Close Before' date listed on the contract package.

## Have questions?

Have questions about the information listed above? Please reach out to one of our Consumer Community Account Managers (CAMs) by calling 800-955-0021 Ext 2933.

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