



## CASUAL SALE PACKET

Dear HFCU Member,

Attached you will find the documents to assist you when purchasing a vehicle from another individual. These forms are used to gather information to aid in this transaction along with aid in the transfer of the title from the current owner (seller) to the new owner (buyer).

Below are instructions to complete each of the forms to continue the processing of your vehicle purchase. At any time during this process should you have a question, please do not hesitate to call us at **1-800-63HONDA**.

**Used Auto Sale Between Individuals:** The buyer should work with the seller to complete the entire form. Submitting a partially completed form could delay the process.

**Odometer Disclosure Statement:** This document is to be completed by the buyer and the seller.

The Seller (Transferor) needs to complete all vehicle information along with Transferor's printed name, address, signature, and date. This Disclosure Statement must be completed using the EXACT name of the seller as it appears on the title. The mileage must show exactly as appears in vehicle.

The Buyer (Transferee) needs to complete his or her printed name, address, and signature; noting that the name is to be completed EXACTLY as the name is to appear on the title.

**Authorization for Disclosure and Receipt of Pay-Off:** Complete and sign the Authorization for Disclosure and Receipt of Pay-off. This is required so we may obtain the payoff information from the current lien holder. This is to be completed by the seller.

**Power of Attorney from Customer:** This document is to be completed by the Seller, ensuring that the name is noted EXACTLY as it appears on the title. Honda Federal Credit Union is to be named as the Power of Attorney to facilitate the transfer and to safeguard the transaction.

Transferring a title from one individual to another is a function of the County Clerk of Courts. This agency requires that forms be complete and accurate in order to process the transfer. In order to process the title transfer for your vehicle, and to minimize delays, please ensure that instructions in this packet are followed thoroughly.

Return this completed packet to your branch. To expedite your loan, fax numbers are provided below, **however the original notarized documents must be returned to your branch.**

### Branch Fax Numbers

**Alabama** 205-355-5820  
**Marysville** 937-642-5184  
**Torrance** 310-781-6616

**Anna** 937-498-5618  
**Russells Point** 937-843-4624  
**Marysville Community** 937-642-0064

**East Liberty** 937-644-6768  
**Timmons ville** 843-346-6100

**HONDA FEDERAL CREDIT UNION  
USED AUTO SALES BETWEEN INDIVIDUALS**

**SELLER INFORMATION:**

NAME: \_\_\_\_\_ Home Ph # \_\_\_\_\_

Address: \_\_\_\_\_ Work Ph # \_\_\_\_\_

**VEHICLE INFORMATION:** (Submit copy of title if possible.)

Name of Person(s) Vehicle Titled to: \_\_\_\_\_

Social Security # \_\_\_\_\_ What State? \_\_\_\_\_ Mileage \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Serial/VIN Number: \_\_\_\_\_ Automatic / Manual – Circle One

Rebuilt Salvage Title: Yes \_\_\_ No \_\_\_ (Maximum Loan Amount on Rebuilt Salvage Titled Vehicles will be financed at no more than 100% Wholesale value. Terms could be limited. )

List Options: \_\_\_\_\_ Selling Price: \$ \_\_\_\_\_

**SELLER'S FINANCE DATA:**

Name of Bank/Finance Co.: \_\_\_\_\_ Bank Phone #: \_\_\_\_\_

Bank Address: \_\_\_\_\_  
\_\_\_\_\_

Acct#: \_\_\_\_\_ 10-Day Payoff \$ \_\_\_\_\_ Good Until \_\_\_\_\_

Is this a lease? No \_\_\_ Yes \_\_\_ If yes, seller must provide finance company's lease buy-out packet.

**BUYER'S INFORMATION:**

Print Name(s) to Appear on Title: \_\_\_\_\_

Social Security Number (s): \_\_\_\_\_

(\*Please note – name(s) on title must also be signers on the loan agreement.)

Phone #: \_\_\_\_\_ Ext: \_\_\_\_\_ Shift worked: \_\_\_\_\_ Dept: \_\_\_\_\_

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**INFORMATION BELOW FOR OFFICE USE**

Tax & Title fee from: Loan \_\_\_\_\_ Pay by check \_\_\_\_\_ Savings Account Number: \_\_\_\_\_

Need POA & DMV forms on buyer \_\_\_\_\_ (TITLE FILING FEE IS \$15.00)

Two (2) POA from Seller(s) \_\_\_\_\_ (Old yellow titles need: ODOMETER STATEMENT)

## Honda Federal Credit Union Odometer Disclosure Statement

Federal law (and State law, if applicable) requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

I, \_\_\_\_\_, state that the odometer  
Transferor's Name Print (seller)

(of the vehicle described below) now reads \_\_\_\_\_ (no tenth) miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described below, unless one of the following statements is checked.

- I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.
- I hereby certify that the odometer reading is NOT the actual mileage.  
**WARNING – ODOMETER DISCREPANCY.**

Make	Body Type	Model
Vehicle ID Number		
Year		

Transferor's Printed Name (Seller)		
Transferor's Street Address		
City	State	Zip Code
Date of Statement	Transferor's Signature (Seller)	
Printed Name of Person Signing		

Transferee's Printed Name (Buyer)		
Street Address		
City	State	Zip Code
Transferee's Signature (Buyer)	Date	
Printed Name of Person Signing	Date	



1-800-63Honda

Authorization for Disclosure and Receipt of Pay-Off

Date:

Attention (Lien holder):

The undersigned hereby authorizes you to provide the pay off good for ten (10) business days on the described vehicle either verbally or in writing to Honda Federal Credit Union (HFCU).

Debtor:

Loan Number:

Year/Make/Model:

Vehicle Identification Number:

The undersigned further authorizes and directs you to accept from HFCU the pay off due on the above described loan account. In return, please sign off on the front of the title and mail the title to Honda Federal Credit Union in the enclosed stamped envelope.

I hereby authorize and direct that the above requests be complied with.

Signed \_\_\_\_\_  
Seller(s)

**Alabama Office**

1800 Honda Drive  
Lincoln, AL 35096  
Fax: 205-355-5820

**Anna Office**

12500 Meranda Road  
Anna, OH 45302  
Fax: 937-498-5618

**East Liberty Office**

11000 State Route 347  
East Liberty, OH 43319  
Fax: 937-644-6768

**Marysville Office**

19775 State Route 739  
Marysville, OH 43040  
Fax: 937-642-5184

**Torrance Office**

1919 Torrance Blvd  
PO Box 2290  
Torrance, CA 90509  
Fax: 310-781-6615

**Russells Point Office**

6964 State Route 235 N  
Russells Point, OH 43348  
Fax: 937-843-4624

**Timmonsville Office**

1111 Honda Way  
Timmonsville, SC 29161  
Fax: 843-346-6100

**Marysville Community Office**

17655 Echo Drive  
Marysville, OH 43040  
Fax: 937-642-0064

**Honda Federal Credit Union**  
**Power of Attorney from Customer**  
Certificate of Title

Know All Men by These Presents

That I, \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

of \_\_\_\_\_

City of \_\_\_\_\_ County of \_\_\_\_\_ Ohio, do hereby make, constitute and appoint

HONDA FEDERAL CREDIT UNION my true and lawful attorney for me and in my stead and behalf to do the following with the same force and effect as if same had been done by me.

Assignment

For and on my behalf to make application for a certificate-of-title for a \_\_\_\_\_  
Year Make Model

Serial No. \_\_\_\_\_

\_\_\_\_\_  
Signature of Seller(s)

Sworn before me by \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

My commission expires \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Honda Federal Credit Union Copy

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**Power of Attorney from Customer**  
Certificate of Title

Know All Men by These Presents

That I, \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

of \_\_\_\_\_

City of \_\_\_\_\_ County of \_\_\_\_\_ Ohio, do hereby make, constitute and appoint

HONDA FEDERAL CREDIT UNION my true and lawful attorney for me and in my stead and behalf to do the following with the same force and effect as if same had been done by me.

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For and on my behalf to make application for a certificate-of-title for a \_\_\_\_\_  
Year Make Model

Serial No. \_\_\_\_\_

\_\_\_\_\_  
Signature of Seller(s)

Sworn before me by \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

My commission expires \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Clerk of Courts Copy