



Instructions for Insurance Companies regarding Letter of Guarantees:

EECU requires a Settlement Letter from the Insurance Company signed by EECU's member(s). Within the Settlement Letter **ALL** information listed below is required:

1. Name of Insurance Company
2. Agent's Name
3. Phone number, fax number and email address for Insurance Company
4. Insurance Company's full address
5. Member(s) Name
6. Vehicle Information
 - a. VIN
 - b. Year
 - c. Make
 - d. Model
7. Claim number from Insurance Company
8. Settlement Amount

Attached is an example of the required Settlement Letter. It is the Insurance Company's responsibility to send the Settlement Letter to the member to complete and sign. It is also the Insurance Company's responsibility to obtain all the information listed above.

Obtaining a 10-day payoff: Member must contact EECU at 817-882-0800 to obtain 10-day payoff, then provide the 10-day payoff to the insurance company. Or the member must contact EECU at 817-882-0800 and inform EECU's representative that they are allowing the Insurance Company the authority to obtain a 10-day payoff.

Insurance Company must then have EECU's member(s) **fax the completed, signed document to: 817-252-3922 attention Direct Loan Servicing Specialist.** Once the completed, signed Settlement Letter is received EECU will email/fax the Letter of Guarantee next business day to the Insurance Company.

Once the Insurance Company receives the Letter of Guarantee from EECU, the insurance company needs to remit payment to:

Overnight: **EECU**
2532 Cullen Street
Fort Worth, TX 76107
Attn: Direct Loan Servicing Specialist

Regular Mail: **EECU**
P.O. Box 1777
Fort Worth, TX 76101
Attn: Direct Loan Servicing Specialist

Once EECU receives and processes the settlement check, EECU will then mail the released title on the 5th business day to the insurance company.

For any additional questions contact EECU's Direct Loan Servicing Department directly at 817-882-0818.

Settlement Letter

Settlement letter must be complete. Member(s), along with the insurance agent must confirm the accuracy of information below, sign and date.

Insurance Company Name: _____

Insurance Company Address: _____

Insurance Agent: _____

Agent's Phone #: _____

Insurance fax #: _____

Member(s) Name: _____

VIN: _____

Year: _____

Make: _____

Model: _____

Claim # (if applicable): _____

I/We _____, have settled with the insurance company,
(Member(s) printed name)

_____, and have agreed to the settlement amount of \$_____.
(Insurance name)

EECU will provide the insurance company a Letter of Guarantee on the next business day after receipt of signed Settlement Letter. Once the settlement proceeds have been applied to the loan, EECU will mail the released title on the 5th business day to the Insurance Company. Members' are responsible for any deficiency amount owed on the loan.

Member(s) signature _____

Date _____

Agent's signature _____

Date _____

**FAX To: Attention Title Department
817.252.3922**

**Mail Check to: EECU
2532 Cullen Street
Fort Worth, TX 76107
Or
P.O. Box 1777
Fort Worth, TX 76101
Attention: Direct Loan Servicing**

***10-day payoff:** Member must contact EECU at 817-882-0800 to authorize a 10-day payoff.

