

# Roadrunner Financial Verification Requirements

## What do we need to know?

Roadrunner Financial uses public data to verify your customers' information and income instantly to match the speed of your retail business. At times, we may also need to gather documents to verify and authenticate your customer's identification, address, income and insurance coverage.

## Why do we need this?

We have to check the identity and verify the income of all our customers, to comply with money laundering regulations and to take the necessary steps to prevent fraud. In many cases we are able to use public data for verification. When we can't, we require documentation from the applicant. These regulations aim to stop criminals using financial products and services to launder money or for other fraudulent purposes. They also protect you and your customers from criminals who might try to use your customers identity without their knowledge. As a result you will be asked to provide the following documentation (which will be retained for our records).

### Applicant Minimum Eligibility

All applicants must meet the following minimum eligibility:

- **Social Security Number (cannot accept ITIN)**
- **\$1,350 or greater monthly gross income**
- **US Citizen or Permanent Resident**
- **Must have a credit profile with Experian**
- **Must be at least 18 years of age at time of application**
- **Valid residential address (PO Box not accepted)**

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## Customer Verification Requirements

**IMPORTANT:** The name and address of your applicant(s) proof of identification must match the name and address provided on the application. If it does not, please reach out to us at the contact information below. If the document is not on this list, please contact us prior to submitting to verify we can accept it as proof of identification and/or address.

### Identification

Please provide one or more of the following:

- **Driver's License or State Identification Card**- Must Be Current (Not Expired)  
\*Please note: Driver's License is required for On-Road vehicles
- **US Passport**- Must Be Current (Not Expired)

### Proof of Address

Please provide one or more of the following:

- **Driver's License or State Identification Card** - Must Be Current (Not Expired)
- **Utility Bill** - Dated within the last 60 days, include all pages
- **Phone Bill** - Cell or Landline, dated within the last 60 days, include all pages
- **Personal Bank Statement** - Dated within the last 60 days, include all pages
- **Pay Stub** - Dated within the last 60 days
- **Lease or Rental Agreement** - Dated within the last 60 days, include all pages
- **Mortgage Statement** - Dated within the last 60 days, include all pages
- **Car Registration** - Must be Current (Not Expired)

# Roadrunner Financial Verification Requirements

## Income Verification

**IMPORTANT:** The name on the proof of income documents must match the name provided on the application. If it does not, please reach out to us at the contact information below. If the document is not on this list, please contact us prior to submitting to verify we can accept it as proof of income.

### Employed

Please provide one or more of the following:

#### Pay Stubs

2 consecutive pay stubs, dated within the last 60 days.

If employed less than:

- **1 year** - Provide as many consecutive pay stubs as needed to cover a 30 day span
- **2 months** - Provide as many consecutive pay stubs as needed to cover a 30 day span. Additionally, we will require verification of employment (see section below)

\*Please note: If there are no standard payroll deductions on the paystub (Local, State or Federal Taxes), then the applicant may be an independent contractor. If so, please reach out to us at the contact information below.

#### Personal Bank Statements

Two months bank statements, dated within the last 60 days, including all pages.

\*Please note: If direct deposit or proof of employer deposits are not available on the bank statement, they cannot be accepted.

\*\*Please note: If bank account is joint, we must be able to clearly identify deposits for the applicant - either by applicant name or employer name. If we are unable to do so, then we may need to add the joint account holder to the application.

\*\*\*Please note: We cannot accept screenshots of online banking transactions. A bank statement is required in order to match the account holder to the applicant, therefore the account titling and address must be clearly visible.

### Self-Employed (Independent Contractor or Business Owner)

Please provide one or more of the following:

- **Personal Tax Returns** - Most recently filed tax returns, all schedules.

If supplying tax return older than 1 calendar year, you must also include a copy of the tax filing extension for the most recent calendar year. We cannot accept a tax return older than 2 calendar years.

- **Business Tax Returns** - Most recently filed tax returns, all schedules.
- **Personal Bank Statements** - Two months bank statements, dated within the last 60 days, including all pages
- **Business Bank Statements** - Two months bank statements, dated within the last 60 days, including all pages

\*Please note: Any self-employed applicants may be required to show proof of business ownership. The business must be active and in good standing with the state. Additionally, settlement statements are not acceptable proof of income for truck drivers.

### Retired

Please provide one or more of the following:

- **2018 Social Security Award Letter** - Include all pages
- **2018 Annuity Award Letters** - Include all pages
- **Personal Bank Statements** - Two months bank statements, dated within the last 60 days, including all pages

# Roadrunner Financial Verification Requirements

## Income Verification (*continued*)

**IMPORTANT:** The name on the proof of income documents must match the name provided on the application. If it does not, please reach out to us at the contact information below. If the document is not on this list, please contact us prior to submitting to verify we can accept it as proof of income.

### Disability

Please provide one or more of the following:

- **Personal Bank Statements** - Two months bank statements, dated within the last 60 days, including all pages
- **Award letter** - Include all pages

\*Please note: If the applicant is on short term disability, we may need to verify with the employer on their return to full time employment.

### Ineligible Documents for Income Verification

- Checks
- Online banking transaction views
- Settlement statements (Truck Drivers)
- Anything handwritten
- Any other document older than 2 months. The only exception is tax returns.

## Verification of Employment

### In cases where employment must be verified with the employer directly:

- A letter from the employer may be provided, but must include the start date and salary. The letter must be written on company letterhead and signed by the employer.
- During business hours, our underwriting team can verify employment directly with the employer.
- If they are unable to complete over the phone, applicant will need to complete our Verification of Employment (VOE) form. Please reach out to us at the contact information below to obtain the form.

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## Insurance Verification

### Guidelines

- **Tier 1 & 2** - Does not require Insurance
- **Tier 3** - Financed amounts of \$12K and higher require Insurance Binder or Agreement to Furnish
- **Tier 4 - 8** - Financed amounts of \$12K and higher require Insurance Binder

### Policy Requirements

The binder must have the following information clearly visible:

- A minimum of \$500 comprehensive and collision deductible
- Policy must be valid for at least 30 days
- Applicant(s) name
- Name of the insurance company or agent
- Vehicle Year, Make, Model and VIN
- Policy Number
- Effective/Expiration Date
- Lien Holder:  
*Roadrunner Financial, Inc.*  
*PO Box 312*  
*Wilmington, OH 45177*

## Contact Information

### Roadrunner Financial Business Hours:

Monday - Saturday: 9:00AM EST - 10PM EST

Sunday: 11:00 AM EST - 7:00 PM EST

Call Us: 646-370-5471 | Email Us: [applications@roadrunnerfinancial.com](mailto:applications@roadrunnerfinancial.com)