



Thank you for choosing Pen Air Federal Credit Union for your lending needs. We look forward to providing you with the best possible service.

This notice is to remind you that one of the requirements of this loan is that you carry physical damage insurance coverage. Please contact your insurance agent or company to obtain the required insurance as of your loan date.

You may provide your proof of insurance by mail or fax. Please note that we are unable to accept an insurance ID card as it does not contain all of the required information. To help us process your insurance in a timely manner, please refer to the following insurance requirements:

- Continuous insurance coverage with no lapses
- Pen Air Federal Credit Union named as lien holder or loss payee
- Comprehensive and collision coverage (or physical damage) with deductibles not greater than \$1000

We appreciate the opportunity to serve you and hope you will look to Pen Air for all your financial needs. The following information should be included in any correspondence.

- Loan Number
- Collateral
- VIN

Thank you in advance for your cooperation and prompt attention. If your proof of insurance has not been received within 30 days, you will receive a letter with a Reference ID that will allow you to send this information to us via the internet or mail. Please call us if you have any questions.

**Pen Air Federal Credit Union**  
**P.O. Box 334**  
**Carmel, IN 46082**

**Toll-free Phone (800) 653-8812**

**Fax (800) 709-4820**

**For convenience, you or your agent may visit [MyInsuranceInfo.com](http://MyInsuranceInfo.com) to provide proof of insurance.**

LNDG0918