

Out of Country Letter Requests

To take collateral, such as autos and RVs, out of the continental United States, borrowers need a letter of permission signed by Bank of America. Specific criteria must be met before permission can be granted by the Bank to take collateral out of the continental United States.

Where Can Collateral Be Taken

- Hawaii, Alaska, and United States Territories, such as Guam, Puerto Rico, U. S. Virgin Islands, etc.
Note: Travelers to Hawaii, Alaska, and United States Territories are not limited to military or government transfers.
- Some foreign countries, but only for military or government transfers at this time. Copies of orders must be provided prior to permission/authorization being granted.

Criteria

- The first loan payment must be paid.
- The loan account must be paid current.
- The vehicle must have a valid license plate (no paper tags).
- If the loan has been open less than 90 days, the customer must provide a copy of the permanent vehicle registration for verification of the year, make and model, Vehicle Identification Number (VIN), and license plate number with expiration date.
Note: A copy of the vehicle registration displays the license plate number and expiration date.
- Domestic insurance must be current and proof must be furnished to Bank of America.
- Border letters may only be ordered up to 30 days before travel.
- Borrower must provide departure and return dates (not to exceed six months, unless military orders).
- Borrower must confirm payments will be kept current during the time they will be out of the country.

Turnaround Time

- Borrowers may fax or mail documentation to request an Out of Country Letter. **Please use the attached Out of Country Letter Request Form when submitting your request.** Be sure to include a daytime contact telephone number.
- Contact information is as follows:
Mail: Bank of America
FL9-600-02-15
P.O. Box 2759
Jacksonville, FL 32203-2759
Fax: 804.264.2454
- Borrowers may also call toll free 800.215.6195 to request an Out of Country Letter via the phone. Documentation may need to be faxed, depending on the date the loan was opened.
- Upon receipt of all required documentation, Out of Country Letters will be completed within 1 to 2 business days and faxed within 1-2 business days (allow appropriate mail time of 5-7 business days if mailed).

Note: Aircraft cannot be taken out of the United States due to contractual restrictions. If you would like to inquire about an exception, please contact Aircraft Lending at 800.627.5263.

**Out of Country Letter
Request Form**

Customer Name: _____

Loan Account Number: _____

Yr / Make / Model of Vehicle: _____

Daytime Phone Number: _____

Please send a letter of permission to take my vehicle to _____ (insert name of country/state).

My signature below confirms all of the following:

My first loan payment has been paid and received by Bank of America.

My loan account is in current standing.

My vehicle has a valid license plate (no paper tags)

My domestic insurance is current and proof of this insurance has been attached.

My loan payments will be kept current during the time I will be out of the country.

Dates of Travel (not to exceed 6 months):

Departure Date: _____ **Return Date:** _____

If my loan has been open for less than 90 days, I have also attached a copy of my vehicle registration indicating the year, make and model of my vehicle, Vehicle Identification Number (VIN), and license plate number with expiration date.

Customer Signature

Date