

VA Lender ID Instructions

In order to originate and process a VA loan you must have your very own VA Lender ID. Once you have obtained your lender ID, you will be able to view Certificates Of Eligibility, order appraisals and etc. The VA typically take approximately a week and a half to get this information processed. Your branch will receive a notice directly from VA with reference to your new VA Lender ID.

1. Fill out the attached form in its entirety.
2. Fax or email the request directly to branch support along with this signed authorization.
3. The VA charges \$100 per year for your Lender ID and this will be billed to your branch P&L.

Branch #: _____

Branch Manager Name _____

Branch Manager Signature _____

Email both pages to:
branchsupport@gatewayloan.com

or

Fax both pages to:
918-392-8365

Approval Request

Check One: Agent Approval _____ Branch Addition _____ Branch Deletion _____

Please complete **ALL** of the following:

Entity to be approved or deleted

Name: _____
DBA: _____
Address: _____
City, State, Zip Code: _____
Tax ID Number: _____
Name of Contact Person: _____
Phone Number of Contact Person: _____
Fax Number of Contact Person: _____
E-Mail Address of Contact Person: _____

Requestor's Information

VA Lender ID Number: 8695990000
Company Name: Gateway Mortgage Group LLC
Company Address: 6910 E. 14th St.
Company City, State, Zip Code: Tulsa, OK 74112
Name and Title of Requestor: Melissa Hedden
E-Mail Address for Requestor: mhedden@gatewayloan.com

Signature & Title

Date