

P. O. BOX 3398, BATON ROUGE, LA 70821-3398 ♦ PHONE: 800-522-2748 or 225-342-5055 ♦ FAX 800-297-2717 or 225-342-9135

### Telephone Application:

1. Applicant contacts La Cap at (800) 522-2748 and dial 2 to submit a loan application.
2. Ask for the Petroleum Services Tankerman Career Academy Loan. The loan amount will be \$13,990.00
3. La Cap will take your application over the phone, asking for your name, address, social security number, etc. A credit check will be run by La Cap; you will be asked for permission to pull your credit report.
4. If the credit check is successful, you may be pre-approved for a TCA loan. If La Cap determines that you need a co-signer, the co-signer must contact La Cap using the same phone number and extension noted above under step #1.
5. The next step is to submit a signed **Privacy Act Release Form** directly to your TCA recruiter via FAX or email which will allow La Cap to release information regarding your loan approval.
6. Your TCA recruiter will contact La Cap for confirmation and schedule you for an interview.

### Online Application:

1. Go to LaCap's website: [www.lacapfcu.org](http://www.lacapfcu.org). Under Type of Loan, select Petroleum Services.



The screenshot shows the 'Loan Details' section of the online application. A dropdown menu is open for 'Type of Loan', listing various options. 'Petroleum Services' is highlighted, and a red arrow points to it. Other options include ATV, Auto, Boat, Certificate Secured, Future Share, Home Equity Line of Credit, Jet Ski, Mobile Home, Motorcycle, New Auto Refinance, Recreational Vehicle, Share Secured, Signature, Used Auto Refinance, Visa Prime Plus, and Visa Rewards. The form also includes fields for 'Include Co-Applicant', 'Requested Amount', and 'Term (in months)'. At the bottom, there are buttons for 'Save & Continue Later', 'Cancel', and 'Next'.

2. Complete the online application.
3. If you are pre-approved for a TCA loan, you must submit a signed **Privacy Act Release Form** directly to your TCA recruiter via FAX or email which will allow La Cap to release information regarding your loan approval.
4. Your TCA recruiter will contact La Cap for confirmation and schedule you for an interview.

**PLEASE NOTE: It's important that you only get "pre-approved" for the loan. Do not take out the loan at this time. Loan approvals are only good for 30days. Once expired, you will be required to reapply.**

*La Cap use only*  
*Recruiter information LA / TX*  
*Kayla B. Murphy [kayla.murphy@petroleumservice.com](mailto:kayla.murphy@petroleumservice.com)*

*Updated 7/5/19 SMM*