

Installment Loan & Line of Credit Application Checklist*

Borrower's Income Information

Employed

- Paystubs for the past full month
- Year-end W-2 and 1099 forms for the past year

Seasonal/Second Job

- Paystubs from the current year
- Year-end W-2 or 1099 forms, or federal tax returns for the past 2 years (including all schedules)

Self-Employed and Business Income

(25% ownership or more in business)

- Year-to-date profit & loss statement
- Federal tax returns for the past 2 years (include all schedules and K-1 statements)

Retired (provide one of the following)

- Pension letter or current Social Security award letter
- Bank statement showing the direct deposits or a statement from provider

Seasonally Unemployed

- Unemployment statements for the past 2 years

Other Documents

- Applicable insurance documents

Other Applicable Income

- Receive alimony or child support?** Court-ordered divorce decree, separation agreement, or property settlement
- Dividend and/or interest income?** Account statement history for 2 years
- Military income (allowance, hazard, proficiency)?** Copy of pay statements; may need to verify enlistment time
- Veteran's assistance?** Documentation from VA
- Rental property?** Copy of lease or tax returns for the past 2 years (showing the rental property)

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*This checklist is intended to be used as a tool to help borrowers assemble information during the loan and line of credit process. The information on this checklist is not required to start an application, but can be provided. Additional documentation may be requested.

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