

## **Employment Documents**

- Complete federal tax returns for the most recent 2 years
- All W2's and/or 1099's for the most recent 2 years
- One month of most recent pay stubs
- Award letter(s) for Social Security, Disability, Retirement, Pension, etc
- Court order(s) for alimony or child support income received
- Proof of receipt of alimony or child support for the most recent 12 consecutive months
- Individuals owning 25% or more in a partnership and/or corporation must provide complete federal partnership and/or corporate returns for the most recent 2 years
- Diploma, school transcripts and employment contract if recent graduate with new employment

## **Asset Documents**

- 2 most recent monthly statements, with all pages attached, for all asset accounts (checking, savings, CD's, investment accounts, retirement, 401k, life insurance) If statements are quarterly or annual, the most recent will suffice
- If gift funds are being utilized, provide the donor's most recent statement for the account the gift is coming from, with all pages attached. (DO NOT transfer any funds until further notice)
- Most recent mortgage statement, property tax bill and homeowner's insurance declaration page for all properties currently owned or financed

## **Personal Documents**

- Driver's License
- Social Security Card
- Resident Alien Card
- Work Authorization Card and supporting documentation to prove continuance (past history)
- Complete divorce documents including recorded dissolution
- Complete bankruptcy papers including recorded discharge
- DD214 (VA loans only)