

## DOCUMENTS NEEDED

Please send **copies**, please do not send originals unless you do not want them returned to you.

\_\_\_\_\_ Copy of **Driver's License AND Social Security Card (to re-order go to [www.ssa.gov](http://www.ssa.gov))**

\_\_\_\_\_ Copies of your **most recent bank statements** from any account you have: checking, savings, money market, credit union, etc, **even** if negative balance or closed accounts in the past year.

\_\_\_\_\_ Copies of **life insurance policies** only those with cash surrender value.

\_\_\_\_\_ Copies of most recent statements from **any retirement plans**, IRA, pension plan, ERISA, Keogh, 401(k), 403(b), deferred compensation plan, Thrift Savings Plan, annuity, etc...

\_\_\_\_\_ Copies of the most recent **statement relative to any investment accounts**, copy of any stock certificates, and documentation relative to bonds or other investment vehicles.

\_\_\_\_\_ Copies of all **vehicle titles or registration and current mileage** – only those in your name.

\_\_\_\_\_ **Loan or lease documents or a recent statement** for mortgages, apartments, car loans, or personal loans.

\_\_\_\_\_ **Credit Report - Please go to [www.annualcreditreport.com](http://www.annualcreditreport.com) or call** Call 1-877-322-8228. You are entitled to receive a credit reports from each of the three agencies free once a year (you do not need all three).

\_\_\_\_\_ **Income from all sources**, copies of seven (7) months of recent check stubs, pension, retirement or any other source of income. (If you are married and your spouse is not filing, these documents are still needed for the spouse as well for the household budget).

\_\_\_\_\_ If **self-employed** please provide an income statement for the **past six-month period** and one for the past **Jan 1, 2018 to Dec 31, 2018 if your 2016 tax return was not filed**, for those who need assistance, please call me, our office has an easy to use blank income statement form available.

\_\_\_\_\_ **Other Income:** Copy benefit letter for social security, food stamps, transitional assistance, unemployment, worker's compensation and child support for last three calendar years.

\_\_\_\_\_ Copies of **tax returns for 2017 and 2018 (if not filed W-2 and/or 1099's)**.

\_\_\_\_\_ **Legal papers** (lawsuits only those you were party to in the past year), garnishments, foreclosures, repossessions, child support order or IRS/DOR notices.

\_\_\_\_\_ **If you own a business** we will need a list of your business assets and/or a balance sheet, if your business is **incorporated** or an **llc** then we will need the most recent tax return and bank statement.

\_\_\_\_\_ Any **prior Divorce papers**, if divorce occurred within last two (2) years and/or any documents relative to **child support or alimony** if paying or receiving.