



Consumer Loan Application Checklist

HELOC or Home Equity Term Loan

This checklist is to assist you in assembling the information needed to process your consumer loan application. If complete documentation is not received promptly, processing of your loan may be delayed.

Basic information needed at time of application

- W-2 from the most recent tax year
- Most recent paycheck stub dated within 30 days of application showing both 30 days and year-to-date income
- Verification of Social Security income (award letter and deposit statements showing recurring deposit for the last two months)
- Verification of Pension income using two years tax returns or 1099s
- Address(es) for the last two years
- Name(s) and address(es) for all employers for the last two years
- Annual property tax statement
- Copy of current homeowner's insurance policy (declaration page)
- If your property is held in a trust, a recordable Certificate of Trust (COT) dated within one year

If you are self employed

- Personal federal tax returns (1040s), including all schedules for the last two years and any K-1 statements
- Copies of federal business income tax returns (1065, 1120s or corp 1120) for the last two years, including all schedules and pages.
NOTE: If K-1's indicate less than 25% ownership interest then full business returns are **not** required, only K-1 statements

Misc.

- If requesting a debt consolidation loan, please provide copies of statements for all debts to be paid off

Additional information may be requested to complete your loan request