

**CUSTOMER CHECKLIST**

\_\_\_\_\_ Application

**Financial Information**

\_\_\_\_\_ 2 Years tax returns including all W-2's

\_\_\_\_\_ 3 Years tax returns if self employed

\_\_\_\_\_ Current Profit and Loss statement *if applicable*

\_\_\_\_\_ Copies of last two years Profit and Loss statements *if applicable*

\_\_\_\_\_ Current months pay stubs

\_\_\_\_\_ Social Security Awards letter *if applicable*

\_\_\_\_\_ Copies of any other income *if applicable*

\_\_\_\_\_ Copies of 401K, P.E.R.S, S.E.R.S., Stocks and Bonds, CD's, etc. statements *if applicable*

\_\_\_\_\_ Dissolution or Divorce papers

\_\_\_\_\_ Child Support papers

\_\_\_\_\_ Separate maintenance agreement

\_\_\_\_\_ Copies of 3 most recent bank statements

**Collateral & Insurance**

\_\_\_\_\_ List of collateral for proposed loan

\_\_\_\_\_ Purchase contract – including Social Security #s of Sellers and all addendums fully executed

\_\_\_\_\_ Proof of insurance for collateral including agent's address & phone number

    a) Flood Insurance, if applicable

    b) Rider Insurance, if applicable – construction loans

\_\_\_\_\_ Copy of deed showing legal description & filing date for R/E mtg only/or when taking crops as collateral

\_\_\_\_\_ Copy of Tax Duplicate listing Parcel ID number

\_\_\_\_\_ Assignment of Life Insurance Policy

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**In order to serve you in a timely manner, please return all documents within 24 hours to your loan officer and Thank you for banking with First State**