



INSTRUCTIONS FOR CLIENT FORMS

All highlighted forms are included in the Client Application Packet.

- Date and sign **APPLICATION CHECKLIST**
- On **APPLICATION** Fill in ALL information except lower box on right. Just sign and date in that box.
- Read **CLIENT AGREEMENT** carefully and initial after each statement. Sign and date on Client Signature.
- **EMPLOYMENT VERIFICATION** must be filled out by employer for EACH working adult.

ADDITIONAL INFORMATION NEEDED:

- Check stubs for everyone employed in household
- Proof of **physical address** (current water, gas or electric bill)
- Tribal card and/or CDIB
- Social security cards for everyone
- Birth certificates for children
- Immunization for children (must be up-to-date)
- Divorce / Separation / Custody / Child Support / Guardianship Documents
- College enrollment / Letter from registrar's office / Class schedule

If self-employed:

- Notarized **SELF EMPLOYED INCOME STATEMENT VERIFICATION**
- Current income tax returns