



Home Master Equity Loans Member Checklist

Thank you for applying for the Home Master Equity loan. The following information will be needed to complete your loan application. If you have not already supplied the member center with this information, please return the necessary documentation as soon as possible in order to expedite your loan application.

REQUIRED DOCUMENTS:

☐ CURRENT MORTGAGE HOLDER(S):

Upon application, you will need to supply the name, address, and balance of any outstanding mortgages on your home. If we are paying off a current mortgage, we will need an official 30-day payoff letter from the mortgage company. Applicant must be on deed to apply for a home equity loans.

☐ HOMEOWNERS INSURANCE:

You will need to provide proof of insurance upon issue of your loan showing Wright-Patt Credit Union, Inc. as Second Mortgage Loss Payee. ***Wright- Patt Credit Union ISAOA PO BOX 5009 Westfield, IN 46074 Account Number (member's account number)*** Plan in advance to have your insurance agent prepare proper documentation to be provided prior to the closing of your Home Master Equity loan.

PROOF OF INCOME:

☐ All Applicants:

2 most recent pay stub showing year-to-date income, hours worked in the pay period, company name and members name.

☐ Self-Employed/Sole Proprietor:

Two years complete personal tax returns, signed and dated. Year-to-date income and expense statement, signed and dated.

☐ Self-Employed Incorporated:

Two years complete personal tax returns, signed and dated. Two years complete corporate tax returns, signed and dated. Recent balance sheet, signed and dated. Recent profit and loss statement, signed and dated.

☐ Self-Employed Partnership:

Two years complete personal tax returns, signed and dated. Two years complete partnership tax returns, signed and dated. Two years Schedule K-1. Recent balance sheet, signed and dated. Year-to-date profit and loss statement, signed and dated.

☐ Social Security, Retirement, or Disability Income:

Copy of Benefits Award letter or original bank statement for the past three months showing receipt of benefits through automatic deposit.

☐ Rental Income:

Two years complete personal tax returns, signed and dated. Schedule of real estate owned.

☐ Alimony/Child Support: (If you will be relying on income from alimony/child support/separate maintenance to support this application). Divorce decree and separation agreement. Evidence payments have been received in a timely manner for previous 12 months. (Copies of canceled checks or a printout from the Bureau of Support will satisfy this requirement.)

www.wpcu.coop

Mailing Address: P.O. Box 340134 Beaver Creek, Ohio 45434

Corporate Offices: 3560 Pentagon Blvd • Beaver Creek, Ohio 45431 • (937) 912-7000 • (800) 762-0047