

**FAIM Account Opening Checklist**

Participant Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FAIM Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Keep in Local File:**

 FAIM Application

* review for completion - ALL questions MUST be answered
* make sure it is signed and dated

 Income Documentation – one of the following options:

* Federal 1040 Tax Form - ***preferred*** (only the first 2 pages are typically needed)
* MN Dept. of Revenue tax forms are not accepted.
* W2’s for all employment and any other income for the full year
* Pay stubs and any other income for the previous 90 days (three FULL months) from the date the application was signed

 Contract Agreement

 Beneficiary Form

 Credit Report

 Tennessen Warning

 Bremer Release of Information

 Certificate for Opening Asset Account

 Authorization of Automatic Transfer (optional)

 Signature Authorization for Withdrawals (optional)

**Send to Bremer:**

 Bremer Release of Information

 Certificate of Opening Asset Account

 Authorization of Automatic Transfer (optional)

 Signature Authorization for Withdrawals (optional)

**Send to WCMCA:**

 FAIM Application

 Income Documentation

 Contract Agreement

 Beneficiary Form