

**FAIM Program**

**Account Opening Checklist – Grant 2085**

**FAIM Applicant’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Keep in Local Agency File:**

 FAIM Wait List/Applicant Screening Tool – complete with client before doing an application

 FAIM Application – **first deposit required within 30 days of applicant’s signature.**

* review for completion - ALL questions answered, amounts filled in, is signed, and dated.
* FAIM coach to complete “Local Agency Use Only” boxes on pages 1 & 4 and verify eligibility

 Income Documentation **from all adults in the home**. Applicant must have earned income!

Options:

* **Federal 1040 Tax Form – *PREFERRED*** – 2020 return accepted until 2021 tax return is filed.
* **If they had income from a business, Schedule C Profit/Loss Statement is also required**
* **If they received unemployment benefits, Schedule 1 is also required**
* W2’s for all employment **and** any other income (earned and unearned) in 2021
* Pay stubs **and** any other income (earned and unearned) for the previous full three months from the date the application was signed. (**Example:** Application is signed/dated 2-10-2022, income for previous 3 full months would be from Nov, Dec 2021, and Jan 2022)

 Copy of valid MN driver’s license **or** state-issued photo ID card

Copy of applicant’s current utility bill or lease to verify address on the application.

 Credit Report – **current credit score is required on FAIM application.**

 Contract Agreement for Grant 2085 **– give client copy of the signed form.**

Beneficiary Form – full contact info is required for all beneficiaries. **Must list at least one**.

 Tennessen Warning (local agency form)

 FAIM - Bremer Savings Account Opening Info Form

 FAIM - Bremer Release of Information Agreement

 FAIM – Bremer Certificate for Opening Asset Account Form

 FAIM - Signature Authorization for Withdrawals Form

 Bremer - Automatic Transfer Authorization Form ***(optional)***

**Send to Bremer Bank –** depositservices@bremer.com **Date sent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Do NOT open the FAIM savings account at Bremer until you verify client’s application and eligibility!!!**

 Copy of valid MN driver’s license **or** state-issued photo ID card

 FAIM - Bremer Savings Account Opening Info Form

 FAIM - Bremer Release of Information Agreement

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 FAIM - Signature Authorization for Withdrawals Form

 Bremer - Automatic Transfer Authorization Form ***(optional)***

 \* Client is to make first deposit to FAIM savings account within 14 days of opening.

**Send to FAIM Admin -** suet@wcmca.org **Date sent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 FAIM Application - include savings account number and first deposit date.

 FAIM Contract Agreement

 FAIM Beneficiary Form

 FAIM - Signature Authorization for Withdrawals Form

 FAIM - Bremer Savings Account Opening Info Form

 Income Documentation – **from all adults in the home**

 Copy of valid MN driver’s license **or** state-issued photo ID card

Copy of applicant’s current utility bill or lease to verify address on the application.