

For Bank Statements:

Please send the following information. Be very precise and specific. If we input the info you give us and its wrong you will be required to pay for an additional statement(s). So double check your information and make sure you send everything we are asking for here in this checklist.

- Full Name
- Residential Address
- Dates of Statement Cycles (for example 10-01 to 10-30)
- Any special lines of activity you need such as Deposits, Transfers, etc

Please use this format when requesting activity lines:

10/29	XYZ Marketplace	withdraw: \$200
10/31	XYZ Diner	deposit: \$100

- Any special instructions pertaining to your job that you need us to consider or include.
- A valid email address for us to deliver your documents to.