

For PayStubs:

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 stub(s). So double check your information and make sure you send everything we are asking for here in this checklist.

- Full Name
- Residential Address
- Employer/Company Name, Address & Phone # (if you don't have one we can provide this info)
- Last 4 of SS#
- Amount desired to NET per PERIOD (this is how much you want to take home after taxes every paycheck)
- Pay Frequency (Weekly or Bi-Weekly)
- Most Recent Pay Date
- Pay Period Structure (For example: 10-01 to 10-14, paid on 10-15. If you don't provide this info we will do it standard)
- Direct Deposit information: if applies. Include bank account number and routing number.
- Any other special details, charges, taxes, or considerations please include.
- A valid email address for us to deliver your documents to.