



Watertown Savings Bank

## HOME EQUITY LOAN CHECKLIST

We will be requesting the following information for the processing of your home equity loan application once we receive the signed Loan Estimate that will be mailed to you. Preparation of these documents in advance will expedite your loan transaction.

### PERSONAL IDENTIFICATION

- Valid driver's license
- Passport (if applicable)

### INCOME

#### **Salaried Borrower(s)**

- W-2 forms for previous two (2) years
- Two (2) most recent consecutive paycheck stub(s)
- Complete copies of previous two (2) years personal Federal tax returns\* (signed & dated)  
*\*including all worksheets, forms and schedules*

#### **Commissioned/Bonus Borrower(s)**

- Two (2) most recent consecutive paycheck stub(s)
- Complete copies of previous two (2) years personal Federal tax returns\* (signed & dated)  
*\* including all worksheets, forms and schedules*

#### **Self-employed Borrower(s)**

- Sole Proprietor, Partnership, S-Corp and/or Corporate Federal tax returns\* (signed & dated)  
*\* including all schedules for the previous two (2) years*
- Current year-to-date interim financial statements\* (signed & dated)  
*\* including balance sheet and profit and loss statement*

### ASSETS / LIABILITIES

**Copy of two (2) most recent statements, either monthly or quarterly, for the following accounts:  
*Please be sure to copy all numbered pages, even those that are blank.***

- Checking
- Savings

### REQUIRED DOCUMENTS

- Most recent statement of mortgage (if applicable)
- Most current statement of homeowner's policy showing the premium, coverage, and renewal date
- Most recent statements for other debts being satisfied with mortgage proceeds
- Abstract of title – Original document required