Form Checklist

Income

Employee

* Job Letter – Start Date, Salary or Hourly Rate (LOE)
* Paystubs – Gross Year to Date Income, Gross Pay or Earnings, Pay Period (to see if they are on track to reach their annual salary)
* 2 Years of T4 Slips – Employment Income

Self Employed

* 2 Years of T1 Income Tax Returns (lines 10100, 12000, 13499, 13500)
* 12 months of business bank statements (each monthly statement will have a total deposit amount. We need the total deposit amount for each month for 12 months)
* Articles of Incorporation / Master Business License (Verify Business Name, and date opened)
* 2 Years of T2 Income Tax Return (leave this one for now, not important)

Down Payment

* 3 months of most recent account statements for wherever you are holding your down payment funds.