

## Michigan Saves IDA Program File Maintenance Checklist

*The following documents make up an accepted participant's file:*

### **Pre-Enrollment Papers**

- Completed Application (all pages must be completed)
- Credit report from last 90 days WITH SCORE(s)
- Copy of drivers license of applicant
- Copy of social security cards for ALL HOUSEHOLD MEMBERS (to verify dependants)
- Copy of prior year tax return and or W-2's
- Most recent pay stub copy for all income earners in household
- 1099 Form (if self-employed)
- Completed Income Calculation Sheet showing all income earners for prior 12-months

### **Enrollment Papers:**

- Completed IDA program file maintenance checklist (not required)
- Letter of Acceptance into the program
- Form indicating account # and date account opened, from partnering financial inst.
- Savings Plan Agreement
- Individual Asset Plan
- Beneficiary Form
- Release of Liability
- Budget
- Summary of Savings Goal Sheet

### **Misc. paperwork:**

- Contact log
- Missed deposit correspondences (if needed)
- Amended Savings Plan Agreement (if change occurs)
- Monthly Account Statements
- Emergency Withdrawal Form (if needed)
- Not required but may be helpful: Summary of Major Benchmarks and Documentation review form (also available online)

### **Exit paperwork:**

- Qualified Withdrawal Form and proof of purchase paperwork
- Notice to Financial Inst. of a Qualified Withdrawal
- Proof of training (certificate, sign-in sheet, etc.)
- Credit report with Score (within 90 days of qualified withdrawal) to compare beginning and ending scores
- Participant Exit Form (signed)