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# INSTRUCTIONS

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## Personal Loans

Following is a checklist of items that will be required during the application process:

- 1. A completed, signed and dated credit application.
- 2. If salaried, please provide a copy of your most recent pay stub.
- 3. If you are self-employed, please provide copies of your last two years federal tax returns (1040s) with all schedules.
- 4. A completed, signed and dated Disclosure Statement for Credit Insurance.
- 5. Copy of driver's license.

Print and complete an application and return to a convenient branch office or fax to us at 860-448-4149 with verification of income.

Please include any other information you feel would be helpful. If you have any questions regarding information that is needed, please call us at 860-448-4145/4140 and ask for Chuck Erdmann or Mike Gualtieri.

