



Customer File Requirements

You should make a file for every customer that includes the following information:

- **ID Card Copy**
- **Social Security Card Copy**
- **Income Statements**
 - **W-2s**
 - **1099s**
- **Deduction Info**
 - **Mortgage Interest Statement**
 - **Student Loan Interest Statement**
 - **Day Care Information**
- **Signature Pages**
 - **8879**
 - **Bank Product Contract**