



PERSONAL INSTALLMENT LOAN APPLICATION CHECKLIST

Thank you for choosing StellarOne Bank as your financial partner! Please visit your local StellarOne Financial Center to apply for the personal installment loan that best suits your needs. To expedite the application process, we recommend bringing the following information and documentation with you:

Personal Information

- Full name, date of birth, physical address (P.O. Boxes are used for mailing purposes only), telephone number(s)
- Taxpayer ID Number (i.e. Social Security Number)
- One piece of primary identification (i.e. unexpired government-issued photo ID such as a U.S. State Driver's License, U.S. Military ID Card, Passport or U.S. State Identification Card)

Income and Assets

- Name and address of employer(s) for the past two years
 - Last two paystubs, or W-2s if at same job
- If self-employed and/or including rental income:
- Two years tax returns with all schedules, W-2s, and K-1's, if applicable
 - Current personal financial statement

If retired:

- Copy of your pension plan and/or proof of direct deposit

If you receive Social Security:

- Copy of your award letter and/or proof of direct deposit

If you are counting child support as income:

- Copy of court documents
- Copy of canceled checks for the past twelve months

(Alimony, child support or separate maintenance income need not to be revealed if the Borrower or Co-Borrower does not choose to have it considered for repaying the loan.)

Debts

A credit report will be obtained by StellarOne.

- Provide an explanation of credit issues
 - Late payments, collections, judgments, liens, charge-offs and credit inquires for past 90 days.

Helpful Tips:

- Know the amount you are requesting, along with the term of the loan (as applicable), the frequency of repayment, and how the funds will be used.
- A StellarOne Credit Application may need to be completed and signed by each borrower; program-specific applications can be obtained at your local StellarOne Financial Center.

Note: Documentation requested is for every borrower listed on the application. Depending upon your loan program, more documentation may be requested throughout the process.

Important Information About Procedures for Opening a New Account

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each client that opens an account. What this means for you: When you open an account, we will ask you your name, address, date of birth and other information that will allow us to identify you. We will also ask to see your driver's license or other identifying information. The checklist serves as a guideline, but please note additional documentation may be required based on your specific account needs. If you have any questions, please call us at 888.785.5271, stop by your local StellarOne Financial Center, or visit us online at www.StellarOne.com.