

Membership and Consumer Loan Application



Gateway Bank Ltd
ABN 47 087 650 093
AFSL 238293
Australian Credit Licence Number 238293

Use this form to apply for a Consumer Loan and for Gateway Membership.
Please email your completed form to lending@gatewaybank.com.au.

Important information: You will not be able to save partially completed forms.

*Denotes mandatory field

Step 1 - Tell us about the loan you need

One Applicant* Two Applicants

Car Loan - Secured

Car Details*

New Car Used Car

Make*

Year* Model*

VIN (if known)*

Registration Number (if known)*

Purchase Price* \$

Deposit or Trade* \$

Loan Requested* \$

Preferred loan term* Years
(max 7 years)

How often would you like to make repayments?*

Weekly Fortnightly Monthly

Prepaid Funeral Loan

Pre-paid Funeral Plan Price* \$

Deposit paid (if any)* \$

Loan Amount Requested* \$

Please provide a copy of Prepaid Funeral Plan Contract

Preferred loan term* Years
(max 5 years)

How often would you like to make repayments?*

Weekly Fortnightly Monthly

Personal Loan

Loan Purpose*

Travel Consolidate Debts

Other

Preferred loan term* Years
(max 7 years)

Loan Requested* \$

How often would you like to make repayments?*

Weekly Fortnightly Monthly

Rate* Fixed Rate Variable Rate

Edge Overdraft

Limit Requested* \$
(Min \$1,000 Max \$20,000)

Loan Purpose*

Please complete Edge Account details in Step 6.

Funeral Loan

Loan Amount Requested* \$

Preferred loan term* Years
(max 5 years)

How often would you like to make repayments?*

Weekly Fortnightly Monthly

Optional Information: I/We have informed my/our next of kin of my/our interest in Gateway Funeral Products?

Your Funeral Director:

Your Executor:



Step 2 - Tell us about you

Applicant 1

Personal Details*

Borrower OR Guarantor

Title* Mr Mrs Ms Other

Full Name*

Gender* Female Male Date of Birth*

Current housing situation*

Own home outright Buying home / Mortgaged

Renting Boarding Living with family

Other

Applicant 1

Residential Address*

Current Residential Address

Time at this address* YY MM

Previous address (if current < 3 years):

Previous Residential Address

Time at this address* YY MM

Mailing Address

Same as residential

Contact Details*

Phone

Email

Applicant 2

Personal Details*

Borrower OR Guarantor

Title* Mr Mrs Ms Other

Full Name*

Gender* Female Male Date of Birth*

Current housing situation*

Own home outright Buying home / Mortgaged

Renting Boarding Living with family

Other

Applicant 2

Residential Address*

Current Residential Address

Time at this address* YY MM

Previous address (if current < 3 years):

Previous Residential Address

Time at this address* YY MM

Mailing Address

Same as residential

Contact Details

Phone

Email



Step 2 - Tell us about you (continued)

Additional Details*

Applicant 1

Tax File Number or Exemption (new Members only)

or Exemption

Please note: Collection of Tax File Numbers (TFN) is authorised by taxation laws. It is not compulsory to quote TFN but tax may be deducted from your interest if you do not quote your TFN or claim exemption. For more information, please contact the Australian Taxation Office.

Drivers Licence

State / Number

Marital Status* Single Married Defacto
 Separated Divorced Widowed

Have you ever had any court judgements awarded against you?* Yes No

Have you ever been declared bankrupt?* Yes No

Have you ever had any credit defaults (including court judgements) recorded on your credit history file?* Yes No

Do you anticipate an increase to your expenses/liabilities over the next 12 months (excluding this application)?* Yes No

Are you aware of information relevant to your application that hasn't been provided and could have an adverse impact on your financial circumstances?* Yes No

Are you aware of any future changes to your circumstances (including employment) which may affect your ability to meet your current and future financial obligations?* Yes No

If you selected 'YES' to any of the above, please specify details below and how you will continue to make repayments.

Applicant 2

Tax File Number or Exemption (new Members only)

or Exemption

Please note: Collection of Tax File Numbers (TFN) is authorised by taxation laws. It is not compulsory to quote TFN but tax may be deducted from your interest if you do not quote your TFN or claim exemption. For more information, please contact the Australian Taxation Office.

Drivers Licence

State / Number

Marital Status* Single Married Defacto
 Separated Divorced Widowed

Have you ever had any court judgements awarded against you?* Yes

Have you ever been declared bankrupt?* Yes

Have you ever had any credit defaults (including court judgements) recorded on your credit history file?* Yes No

Do you anticipate an increase to your expenses/liabilities over the next 12 months (excluding this application)?* Yes No

Are you aware of information relevant to your application that hasn't been provided and could have an adverse impact on your financial circumstances?* Yes No

Are you aware of any future changes to your circumstances (including employment) which may affect your ability to meet your current and future financial obligations?* Yes No

If you selected 'YES' to any of the above, please specify details below and how you will continue to make repayments.

Permanent Australian Resident* Yes No
Are you a resident for tax purposes of another country?* Yes No

Number of dependants*

Age of dependants

Permanent Australian Resident* Yes No
Are you a resident for tax purposes of another country?* Yes No

Number of dependants*

Age of dependants



Step 3 - Tell us about your work

Applicant 1

Employment Details*

- Full Time Part Time Casual
 Retired Contract Self Employed
 Other

Current Employment Details*

Occupation*

Name of current employer / business

Commencement date*

Current Employment Contact Details*

Address

Phone

If self employed - Accountant Details

Accountant Name*

Accountant Address*

Phone

Previous employer / business (If current < 3 years)

Start Date* End Date*

Previous position held

Previous Employer Address

Phone

Applicant 2

Employment Details*

- Full Time Part Time Casual
 Retired Contract Self Employed
 Other

Current Employment Details*

Occupation*

Name of current employer / business

Commencement date*

Current Employment Contact Details*

Address

Phone

If self employed - Accountant Details

Accountant Name*

Accountant Address*

Phone

Previous employer / business (If current < 3 years)

Start Date* End Date*

Previous position held

Previous Employer Address

Phone



Step 4 - Tell us about your Financial Position

If joint applicants are partners, you may combine assets, liabilities and expenses but base salary details must be specified separately.

Applicant 1 Name*	<input type="text"/>	Relationship to Applicant 1	<input type="text"/>
Applicant 2 Name	<input type="text"/>		<input type="text"/>

Statement of Financial Position*

Assets*	Description	Current Value
Home	<input type="text"/>	\$ <input type="text"/>
Other Property / Land	<input type="text"/>	\$ <input type="text"/>
Motor Vehicle(s)	<input type="text"/>	\$ <input type="text"/>
Savings	<input type="text"/>	\$ <input type="text"/>
Superannuation	<input type="text"/>	\$ <input type="text"/>
Home Contents	<input type="text"/>	\$ <input type="text"/>
Other	<input type="text"/>	\$ <input type="text"/>
TOTAL ASSETS		\$ <input type="text"/>

Liabilities*	Lender Name	Credit Limit(s)	Current Balance	Monthly Repayment	Cleared by new loan?
Mortgage(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N
Other loan(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N
Overdraft(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N
Credit / Store Cards	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N
Hire Purchase / Lease(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N
Other (e.g. SMSF loan, HECS)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N
TOTAL LIABILITIES		<input type="text"/>	<input type="text"/>	<input type="text"/>	

Income*	Description	Gross per month	After Tax per month
Base Salary - Applicant 1	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Base Salary - Applicant 2	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Other Income <small>E.g. regular overtime, commissions, allowances, part time or casual work</small>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Rental Income <small>Do not show property outgoing as an expenditure item, as gross rental income is discounted</small>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Investments <small>E.g. interest or dividends</small>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>



Step 4 - Tell us about your Financial Position (continued)

Government benefits or pensions	<input type="text"/>	\$	<input type="text"/>	\$	<input type="text"/>
Other	<input type="text"/>	\$	<input type="text"/>	\$	<input type="text"/>
TOTAL MONTHLY INCOME		\$	<input type="text"/>	\$	<input type="text"/>

Expenditure*	Description	Continue after new loan?	Average Monthly
Rent/ board	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	\$ <input type="text"/>
Childcare <small>Incl. nannies and compulsory pre-school</small>	<input type="text"/>		\$ <input type="text"/>
Child maintenance for non dependent children <small>Incl. child support.</small>	<input type="text"/>		\$ <input type="text"/>
Clothing and personal care <small>Incl. footwear, personal care products, cosmetics, hair services and accessories.</small>	<input type="text"/>		\$ <input type="text"/>
Education - higher and vocational training fees <small>Excluding HECS.</small>	<input type="text"/>		\$ <input type="text"/>
Education - independent and private <small>Incl. independent and private schooling tuition fees, school fees and sports fees.</small>	<input type="text"/>		\$ <input type="text"/>
Education - public and government <small>Incl. public or government, primary and secondary school tuition and sports fees.</small>	<input type="text"/>		\$ <input type="text"/>
Groceries <small>Incl. food, non-alcoholic beverages, toiletries and cleaning products.</small>	<input type="text"/>		\$ <input type="text"/>
Insurance - general <small>Incl. general basic insurance for ambulance, car*, travel and personal belongings. *Excluding recreation vehicles</small>	<input type="text"/>		\$ <input type="text"/>
Insurance - health <small>Incl. hospital, medical and dental insurance</small>	<input type="text"/>		\$ <input type="text"/>
Insurance - life, sickness and accident	<input type="text"/>		\$ <input type="text"/>
Medical and health care services <small>Excluding health insurance.</small>	<input type="text"/>		\$ <input type="text"/>
Motor vehicle and transport <small>Incl. running costs for essential vehicles, public transport, taxis, ride-sharing and non holiday domestic airfares.</small>	<input type="text"/>		\$ <input type="text"/>
Pet care <small>Incl. pet food, grooming, minding services, care products, health products and veterinarian fees.</small>	<input type="text"/>		\$ <input type="text"/>
Property - investment <small>Costs associated with any property owned for investment purposes incl. land tax, body corporate fees, travel and personal belongings insurance.</small>	<input type="text"/>		\$ <input type="text"/>
Property - land tax and body corporate fees on primary residence <small>Excluding investment properties and secondary residences.</small>	<input type="text"/>		\$ <input type="text"/>



Step 4 - Tell us about your Financial Position (continued)

Property - primary residence (owned or rented)

Costs associated with the primary residence incl. rates, water, sewage, utilities, appliances, furniture, home insurance and contents insurance. Excludes land tax and body corporate fees.

\$

Property - secondary residence (owned or rented non-investment)

Costs associated with the secondary residence incl. land tax, body corporate fees, property management fees, utilities, home insurance and contents insurance.

\$

Recreation and entertainment

Meals in/from restaurants, alcoholic beverages and tobacco products. Purchase, hire, repair of recreational personal belongings incl. electronics, computers, games consoles, AV equipment and cameras. Plus, recreational hobbies incl. gym fees, domestic holidays and gambling.

\$

Telephone (home and mobile) internet, pay TV and media subscriptions

\$

Other (please specify)

\$

TOTAL MONTHLY EXPENSES

\$

Step 5 - Choose your Accounts and Services

Select Your Account/s (optional)

Everyday Savings Account Christmas Club Savings Account eMax Saver Account

Edge Account (mandatory if applying for a Personal Overdraft) - please tick and/or complete one of the options below:

a) Open new Edge Account OR b) Convert my existing account to Edge:

OR c) Link to existing Edge Account:

Select Your Service/s (optional)

Online Banking Telephone Banking

(Variable Rate loans only)

Visa Debit Card linked to: Everyday Savings Account OR Edge Account OR 100% Loan Offset Account

Identification - Applicant 1

Please nominate a password/s to quote over the phone for identification purposes.

(Applicant 1)

Nominated Password

Please provide identification documents for each applicant as outlined in Step 7.

Identification - Applicant 2

Please nominate a password/s to quote over the phone for identification purposes.

(Applicant 2- if applicable)

Nominated Password

Please provide identification documents for each applicant as outlined in Step 7.

Method of operation

Note: Each signatory is separately authorised to operate the account unless specified below. Online Banking and a Visa Debit are *not* available on accounts where more than one signature is required.

Other (please specify)

Step 6 - Important Information, Membership and Acknowledgements

Permission to obtain and disclose credit and personal information

1. What information can be used and disclosed?

The Privacy Act allows **Gateway Bank** ('we', 'us', 'our') ACN **087 650 093** to use and disclose **personal information we collect** about you for the primary purpose for which it was collected and for related secondary purposes that you would reasonably expect. In connection with providing credit to you, personal information may include **credit information** such as:

- details to identify you and verify your identity, such as your name, sex, date of birth, current and 2 previous addresses, your current and last known employer, and your driver's licence number
- the fact that you have applied for credit and the amount or that we are a current credit provider to you, or that you have agreed to be a guarantor
- advice that payments previously notified as unpaid are no longer overdue
- information about your current or terminated consumer credit accounts and your repayment history payments overdue for at least 60 days and for which collection action has started
- in specified circumstances, that in our opinion you have committed a serious credit infringement
- the fact that credit provided to you by us has been paid or otherwise discharged, and other information about credit standing, worthiness, history or capacity that credit providers can disclose under the Privacy Act, including a credit report.

2. When and why do we obtain information?

Before, during or after the provision of our products and services to you, we may collect your personal information for the purpose of providing products and services to you and managing our business. When providing credit to you, this may include assessing your application for consumer or commercial credit or to be a guarantor, assessing your credit worthiness, managing your loan or the arrangements under which your loan is funded or collecting overdue payments. Some laws require us to obtain personal information about you before we provide you with particular products or services or process particular transactions in which you are involved - e.g. laws relating to anti-money laundering and counter-terrorism financing, consumer credit, taxation and real property transactions. If you do not provide us with the personal information that we request, we may not be able to consider your application for credit or provide other products and services.

3. Who can give or collect information

For the purpose of providing products and services to you and managing our business, we may give your personal information to: external service providers to us, such as:

- organisations which we use to verify your identity, payment systems operators, mailing houses and research consultants
- insurers and re-insurers, where insurance is provided in connection with our services to you
- superannuation funds, where superannuation services are provided to you
- debt collecting agencies, if you have not repaid a loan as require
- our professional advisors, such as accountants, lawyers and auditors
- state or territory authorities that give assistance to facilitate the provision of home loans to individuals
- other credit providers and their professional advisors
- your representative, for example, lawyer, mortgage broker, financial advisor or attorney, as authorised by you, or
- government and regulatory authorities, if required or authorised by law.

In addition, in connection with providing credit to you, we and the Credit Providers mentioned below may:

- obtain a commercial and/or consumer credit report containing personal information about you from a credit reporting body,
- obtain personal information about you from your employer and any referees that you may provide and disclose to them, for the purpose of verification, personal information you have provided to us which they could reasonably be expected to be able to verify,
- exchange credit information about you with each other, and
- exchange credit information about you with any credit reporting body and any other provider of credit to you named in your credit application or a credit report from a credit reporting body.

Credit Providers can mean:

- us
- our related companies
- any introducer, dealer or broker referred to in a loan application
- any agent or contractor of ours assisting in processing a loan application, and
- other entities that may be involved in a securitisation arrangement which we use to fund your loan, including without limitation **Westpac Banking Corporation** and any loan originator.

4. Disclosures to overseas recipients

We may disclose your personal information (including credit-related information) overseas. The countries where we are likely to disclose your personal information, including your credit information or credit eligibility information, include **New Zealand, Philippines, United Kingdom, United States, Israel, Spain** and the **Netherlands**. However, if we do disclose this information outside Australia, we will do so on the basis that the information will be used only for the purposes set out in this document.

5. Important information about credit reporting bodies

If you apply for or hold any kind of credit with us, we may disclose information to a credit reporting body. That includes disclosing that you are in default under a credit agreement or have committed a serious credit infringement, if that is the case. (Specifically, we may disclose information to or collect information from Equifax, whose privacy policy and contact details are at www.equifax.com.au)

Credit reporting bodies collect credit information about individuals which they provide as credit reports to credit providers and others in the credit industry to assist them in managing credit risk, collecting debts and other activities.

Step 6 - Important Information, Membership and Acknowledgements (continued)

"Credit pre-screening" is a service for credit providers wishing to send direct marketing material about credit services. A credit reporting body uses information it holds to screen out individuals who do not meet criteria set by the credit provider. Credit reporting bodies must maintain a confidential list of individuals who have opted out of their information being used in pre-screening. To opt-out of credit pre-screening, contact the credit reporting body, using the contact details on their websites, referred to above.

You can also ask a credit reporting body not to use or disclose your personal information for a period if you believe on reasonable grounds that you have been or are likely to be a victim of fraud, including identity fraud.

6. Disclosure to insurers and guarantors**Lenders' mortgage and trade insurers**

In connection with providing credit to you, a lenders' mortgage insurer or a registered trade insurer may obtain credit information about you from a Credit Provider or from a credit reporting body to assess whether to provide lenders' mortgage insurance to us in relation to an application for consumer credit, or whether to provide trade insurance to us in relation to an application for commercial credit.

The lenders' mortgage insurers that we may disclose your personal information and credit information to are:

- **QBE Lenders' Mortgage Insurance Ltd** who can be contacted and a copy of their privacy policy obtained on 1300 367 764 or qbelmi.com
- **Genworth Financial Mortgage Insurance Pty Limited** who can be contacted and a copy of their privacy policy obtained on 1300 655 422 or genworth.com.au

Guarantors

In connection with providing credit to you, the Credit Providers may give a guarantor, or a person who is considering becoming a guarantor, credit information about you for the purpose of enabling the guarantor to decide whether to act as guarantor or to keep the guarantor informed about the guarantee.

7. Personal information about third parties

You represent that, if at any time you supply us with personal information about another person (for example a referee), you are authorised to do so; and you agree to inform that person about who we are, how to contact us, how to obtain our Privacy Policy, and that we will use and disclose their personal information for the purposes set out in this Permission and that they can gain access to that information by contacting us.

8. Electronic verification

Under the Anti-Money Laundering and Counter-Terrorism Financing Act, we can disclose your name, residential address and date of birth to an external service provider which we use to verify your identity electronically.

The purpose of this disclosure is to ask the external service provider, which can include the document issuer or official record holder, to assess whether the personal information disclosed matches (in whole or part) personal information about you held in their records (if any). This electronic verification process helps us to verify your identity.

If you do not consent to us verifying your identity by electronic verification, we will provide you with an alternate verification process to identify you. If this is the case, please contact us on **1300 302 474** for further information.

9. Security, privacy policy, and marketing preferences*Security*

We take all reasonable steps to ensure that all your personal information held by us (on our website or otherwise), is protected from misuse, interference and loss, and from unauthorised access, disclosure or modification.

Privacy Policy

Our Privacy Policy www.gatewaybank.com.au provides additional information about how we handle your personal information. It explains how you can ask for access to personal information we hold about you and seek correction of that information. It also explains how you can complain about a breach of the Privacy Act or the Privacy (Credit Reporting) Code, and how we will deal with your complaint. We will give you a copy of our Privacy Policy on request.

Marketing preferences

The Credit Providers may use, and share with each other, information about you to inform you about products and services (unless you ask us not to). The Credit Providers may do so even if you are on the Do Not Call Register.

Membership/\$2 Fully Paid Share (applicable to new Members only)

I/We apply to become a Member of Gateway Bank ('Gateway') and to each be allotted one \$2 share. I/We authorise Gateway to deduct \$2 for each non Member from my/our loan proceeds, being the subscription price for one share.

Constitution:

I/We agree to be bound by Gateway's Constitution, and any amendment thereof, lodged in accordance with the Corporations Law.

Annual Report:

Gateway's annual reports are available from www.gatewaybank.com.au. Gateway will not send me/us its annual reports unless I/we ask them to. I/We understand Gateway's annual report contains information about its financial position and performance, how efficiently it is being managed and the financial risks it faces.

Terms & Conditions of use for related Banking Accounts and Services:

In becoming a Gateway Member I/we acknowledge I/we have access to the Gateway Deposit Accounts and Access Facilities and agree to receiving the following documents by accessing them at www.gatewaybank.com.au:



Step 6 - Important Information, Membership and Acknowledgements (continued)

- Gateway Deposit Accounts and Access Facilities General Conditions of Use which incorporates the General Fees, Charges and Transaction Limits and the Summary of Deposit Accounts & Availability of Access Facilities
- Financial Services Guide

I/We acknowledge that I/we will be bound by these General Conditions of Use when I/we first use an account or access facility. I/We acknowledge that Gateway's 'Your Privacy' brochure, which details Gateway's privacy processes, is available at www.gatewaybank.com.au or by calling our Member Services on 1300 302 474.

Consent to receive loan and security documentation electronically

By choosing to receive the documentation electronically, including loan statements (Online Banking is required) and notices you are increasing the efficiency of this transaction, reducing costs, helping the environment and facilitating Gateway's values.

IMPORTANT NOTICE

If you opt-in to receive documentation electronically then:

1. you will not receive a paper copy of the documentation;
2. you must check your electronic communication regularly; and
3. you may withdraw your consent to receive documents electronically at any time by calling Gateway on 1300 302 474.

Gateway will email the documents to the primary applicant, as a PDF file, or email login information to download the documents as a PDF file from a secure web-interface. If the email is returned because of an invalid email address, the documents will be posted instead. Please ensure that you save copies of the Loan Agreement and the General Terms and Conditions Booklet and provide copies to each borrower (if applicable) to retain for their records. You can update your details or request paper copies of the documents at any time by calling Gateway on 1300 302 474. To access our privacy policy, visit www.gatewaybank.com.au or call 1300 302 474.

Declarations and Acknowledgement

I/We declare that the information given in this application is true, correct and complete and that I/we have never committed any act of Bankruptcy or had any judgements or legal proceedings against me/us.

I/We understand Gateway may not provide a loan if my/our circumstances change before funding, including (but not limited to) changes to income, employment or other details.

- I/We give consent for Gateway to disclose my/our names, residential address and date of birth to a credit reporting agency and ask the credit reporting agency to provide an assessment of whether the personal information so provided matches (in whole or in part) personal information contained in a credit information file in the possession or control of the credit reporting agency to assist in verifying my/our identity for the purpose of Anti-Money Laundering and Counter-Terrorism Act 2006. The credit reporting agency may prepare and provide Gateway with such an assessment and may use the personal information contained in credit information files of you and other individuals for the purpose of preparing such an assessment.
- I/We confirm that I/we am/are authorised to provide the personal details presented and I/we consent to my/our information being checked with the document issuer or official record holder for the purpose of confirming my/our identity.
- I/We, the Applicant and Co-Applicants (if any), authorise and direct Gateway Bank to send loan and security documentation (if applicable) to the applicant/s or nominee, my/our representative and each guarantor (as applicable) electronically. (N.B.: if you do not check this box they will be sent to you only by post.)

By signing this application, you acknowledge having read and understood this permission to obtain and disclose information. You authorise the persons and organisations named above to give and obtain the information in the ways specified above until the credit is repaid in full

Applicant 1*

Applicant 2*

Signature*	<input type="text"/>	Signature*	<input type="text"/>
Print Name*	<input type="text"/>	Print Name*	<input type="text"/>
Date*	<input type="text"/>	Date*	<input type="text"/>

Step 7: Individuals Identity Certification

Please provide a copy of the following identification documentation with your application for Membership:

- Medicare Card PLUS Drivers Licence^ OR Passport^

^If not in English, an English translation is required by an accredited translator.

NOTE: If you don't have the above forms of identification, please contact us to discuss a suitable alternative.

The Next Step

- Print, Sign & Send to Gateway.
- Review the [Supporting Documentation Guide](#) and when requested please be ready to provide copies to support information you have entered in this application.