

Rehabilitation Program Check List

Your Personal "All in One" Guide to Success

To complete the Rehabilitation Program, the following steps must be achieved with...

Accuracy..... *using a black pen*
Timeliness..... *meeting deadlines with your Account Specialist*
Passion..... *to create a new opportunity*

Please print this document for reference as it outlines which forms, (from this site), you will need to Complete the program. You will also use it for planning sessions with your Account Specialist.

Call your Account Specialist with any questions when completing your checklist for the Rehabilitation Program

<u>Tasks</u>	<u>Document Name on Website</u>	<u>Completion Date</u>
Step 1: Financial Statement (Complete this step with your Account Specialist)	FIS Statement (Financial Disclosure for Reasonable and Affordable Payments Documentation)	<input type="text"/>
Step 2: Check Stubs (2 most recent) (Use Gross Income and make sure copies are clear...include Spouses if married)		<input type="text"/>
Step 3: Identify Adjusted Gross Income (AGI) (Tax Return 1040-physically sign 1040-only include if not sending Check Stubs)		<input type="text"/>
Step 4: Vehicle Certification (Specify how many vehicles you have and monthly expenses)	Vehicle Certification (Certification of Vehicular Ownership Document)	<input type="text"/>
Step 5: Other Income (List on lines 3-7 and send proof of each...such as Award Letter, etc...)	Possible Documents Needed (Certification of Unemployment or Support of Monthly Expenses Certification)	<input type="text"/>
Step 6: Other Financial Obligations (List on lines 9-20 and send proof for anything listed on lines 13-19)		<input type="text"/>
Step 7: Identify Hardship Payment Amount (Complete this step with your Account Specialist)		<input type="text"/>
Step 8: Secure Payment Arrangements (Complete this step with your Account Specialist)		<input type="text"/>
Step 9: Payment Authorization (Fax or Email back then call your Account Specialist)	Recurring Authorization Form (5 Pages – fill out and return pages 1 and 2)	<input type="text"/>
Step 10: Permission to Email (Optional) (Fax or Email back then call your Account Specialist)	Permission to Email	<input type="text"/>
Step 11: Rehabilitation Agreement Letter (Fax or Email back then call your Account Specialist)		<input type="text"/>

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Never confuse motion with Action!!!