1) The application SFN54410 must be completed, dated, and signed with Veterans’ Service Officer (VSO) or authorizing authority section completed.

2) Applications must be submitted with required and supporting documentation from the most recent twelve (12) month period.
   a. **Income and Assets.** Applicant must provide copies of the following:
      i. Cash Asset Verification Form SFN58539 or copies of three (3) months of most recent bank statements.
      ii. Last 60 days of payroll checks, stubs, or payroll statements.
      iii. Award letters demonstrating other income, if applicable, e.g., VA Benefits or Social Security Benefits; and
      iv. Copy of first page of Internal Revenue Service (IRS) Form 1040 or, if applicant did not file taxes for the most recent tax year, a statement included on application SFN54410 stating such; and
      v. Must be signed by the applicant.
   b. **Residency.** Applicant must provide copies of the following:
      i. ND Drivers’ License or ID card showing current address; and
      ii. Bank statement or monthly expense bill verifying applicant’s physical North Dakota address for a period of one (1) year directly preceding date of application, such as:
         1. Utility bill
         2. Phone bill
         3. Cable bill
   c. **Veteran’s status.** Applicant must provide copies of the following:
      i. DD Form 214 or DD Form 215, if applicable, showing character of service; or,
      ii. Military orders showing the applicant qualifies as a Veteran under N.D.C.C. § 37-14-01.1
   d. **Unremarried widow.** (if applicable) Applicant must provide copies of the following:
      i. Marriage certificate; and
      ii. Death certificate of veteran; or
      iii. DD Form 1300 or proof of service if veteran died in service.
   e. **Promissory Note.** Signed by applicant. (included in SFN 54411)
   f. **Authorization Agreements for Direct Deposit (ACH Debits),** SFN 58957 with,
      i. Voided Check or,
      ii. Verified Institution, routing number, and account number
      iii. ACH payment requirement may be waived by Commissioner in exceptional circumstances