

**STATE OF NORTH DAKOTA  
DEPARTMENT OF VETERANS  
AFFAIRS  
DEPARTMENT POLICIES**

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**SUBJECT:** Veterans Aid Loan - Application Requirements

**POLICY NO:**  
201

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**DISTRIBUTION:** Department Personnel  
Veteran Service Officers

**EFFECTIVE:**  
ACOVA Mtg  
11/19/2021

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- 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