

Recertification Broker Package Checklist

Please complete and sign all applicable forms. For each applicable item below, please provide documentation and/or information requested. A complete Recertification Broker Application and supporting documentation is required within 30 days. For any questions, please contact your assigned Account Executive.

Recertification Broker Application: Complete and sign the application. Include the documentation outlined in this checklist.
Resumes for key personnel: (Applicable only if there has been a change in Key Personnel /Principals)
Current Financials: Current (within the last 90 days) Balance Sheet and Income Statement. All financial information provided will be held in strictest confidence and will not be released to any outside party.
Articles of Incorporation or Organization: Applicable only if there have been any changes in the last 12 months.
Quality Control Plan: A current QC Plan (plan must be specific to applicant's company) is required on an annual basis to ensure compliance with Agency regulations.
W9: A current W9 is required for recertification with the correct tax classification designated, if LLC, LLC type is required; eg: LLC S,C, or P. If Single Member LLC: Sole Proprietor/Single Member LLC selection is required.

Completed Recertification Broker Package should be sent to:

brokerdesk@jetmortgage.com



STEP 1. COMPANY INFO

JET Mortgage Annual Recertification

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<u>Q</u>	BROKER'S LEGAL COMPANY NAME		DBA				ACCOUNT EXECUTIVE						
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Current Lenders

COMPANY NAME	% OF BUSINESS
COMPANY NAME	% OF BUSINESS
COMPANY NAME	% OF BUSINESS

Production

PRODUCTION TYPE	LOAN VOLUME PREVIOUS YEAR	# OF LOANS PREVIOUS YEAR	LOAN VOLUME YTD	#OF LOANS YTD
FHA				
VA				
Conventional				
Jumbo				
Non-QM				
2 nd Trust Deeds				
Totals				

STEP 3. DECLARATIONS

Declarations:										
Does the company or any person employed hold ownership or have any interest in other real estate related businesses, such as insurance, escrow, realty, builder, contractor, or appraisal?										
If Yes, please list entities:										
2.	2. Has your company moved within the past year?									
	If yes, please provide an updated W-9.									
3.	Has ownership in your company changed since you were approved with JET Mortgage?									
	If so, please provide updated Articles of Incorporation / Operating Agreement and Authorization Form. Note: Additional information may be required.									
4.	Have there been any material changes in the structure of your company?									
5.	5. Is your company, or any of its owners or broker of record, subject to any bankruptcy proceedings?									
6.	6. Has your company, owner(s), or employee(s) been sanctioned or disciplined by any state or regulatory agency?									
7.	7. Is your company or owner(s) involved in any pending litigation?									
8.	Has your approval with any Agency or Investor ever been canceled or suspended?									
Comments: If you answered "yes" to any of the above questions, please explain below. If you need additional space please provide a separate page.										
	The broker hereby certifies that all information provided is true and accurate and that no material changes have occurred that would impact their approval with JET Mortgage.									
Broker of Record / Owner Date										



Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

ınterna	Rever	nue Service	1																		
	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.																				
Ige 2.	2 Business name/disregarded entity name, if different from above																				
Print or type Specific Instructions on page	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: ☐ Individual/sole proprietor or ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ►										ir	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any)									
Print or type	Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.											Exemption from FATCA reporting code (if any)									
ř ï	Other (see instructions) ►											0	(Applies to accounts maintained outside the U.S.)								
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See S	6 City	y, state, and Z	IP code																		
	7 List	t account numl	ber(s) here (option	nal)																	
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Enter	your T	ΓIN in the app	propriate box. T	The TIN provid	ided must	t match	n the nar	ame gi	iven or	line 1 t	to avoid	d	Social	secu	ity nu	mber					
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TIN or				`	, ,				,		J		or								
Note.	If the	account is in	more than one	name, see tl	the instruc	ctions fo	for line 1	1 and	I the ch	art on p	page 4	for [Emplo	yer id	r identification number						
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Par	t III	Certific	ation									•			•	•				•	
Under	penal	Ities of perjur	ry, I certify that:																		
1. The	e num	nber shown o	on this form is m	ny correct tax	kpayer ide	entificati	tion num	mber ((or I ar	n waitin	ig for a	numbe	r to be	issu	ed to	me); a	nd				
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3. I aı	m a U.	.S. citizen or	other U.S. pers	son (defined b	below); an	nd															
4. The	FATO	CA code(s) e	entered on this f	orm (if any) ir	ndicating t	that I a	am exem	mpt fro	om FA	TCA rep	porting	is corre	ect.								
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Sign Here		Signature of U.S. person ▶	•								Date	e ►									

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
 - 2. Certify that you are not subject to backup withholding, or
- 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.