



Step ONE:

**Fill out the sign up forms completely.
(one form should be filled out per person)**

**All items that need to be filled in should
be highlighted for your convenience.**

**Make sure you sign and initial all the
pages in the correct spots!**



Step TWO:

- Make a copy of:**
- 1. Your picture I.D.,**
 - 2. Your social security card
(or something with your
name and SSN on it)**
 - 3. A copy of any bill with
your name and address
on it.**

**We need these copies per person signing up
with us to do the work.**



Step THREE:

Mail the filled out sign up form(s) and all identification copies to our office. Please include payment for our service. We take, checks, money orders or credit/debit cards.

*** Fill out the necessary spot on the sign up form for credit card purchases.**

Call our office if you have any questions!