

# DOCUMENTS NEEDED TO EXPEDITE THE PROCESSING OF YOUR APPLICATION

In order to process, close and fund your Mass Solar Loan in a timely fashion, we request you submit the following documentation as soon as possible:

- Identify your application number (a 5-digit number starting with 13###) on all your documents;
- Your Technical Confirmation from MassCEC;
- Verification of your income (two most recent payroll statements, IRS W-2s for last 2 years; or full Federal Tax returns if you are self-employed or have significant non-salaried or non-wage income (i.e., more than 20% of your total income));
- High-quality copies of two forms of ID, one of which is a photo ID issued by a government agency (for example, driver's license, US passport).
- For loan requests more than \$35,000, please send us the most recent mortgage statement for the property on which you will be installing the solar panel system.

Our online loan application portal will not accept or process application for Mass Solar Loans without a Solar Loan Project ID number (SLP#), which you receive via email from the Mass Clean Energy Center.

## HOW TO SUBMIT DOCUMENTATION

**Email:** If you choose to send non-public information (tax returns, credit card information, social security numbers, payroll statements, etc.) via email to [solarloan@naveo.org](mailto:solarloan@naveo.org), please encrypt the attachments and send us the password separately.

**Mail:**

Naveo Credit Union  
Attn: Solar Loans  
493 Somerville Avenue  
Somerville, MA 02143

**Fax:** Send to 617-547-3451 with a cover page addressed to Mass Solar Loans.