

### Gift Funds Requirements and Steps

1. Find an immediate family member that has the amount needed **IN THE BANK ACCOUNT**. (it must be grandparents, parents, child, grandchildren, sisters, or brothers)
2. Make sure they have the money **IN THE BANK**, they **CAN NOT** go deposit cash into their account it must be in their account **ALREADY**
3. Have them print out a bank statement proving they have the money in the account
4. Transfer the money via wire transfer, or cashier check
5. Have them print out a transaction history after the money was taken out, as proof the money has been taken out.
6. You print out your transaction history, showing it has been deposited.
7. Fill out the Gift form letter. It **MUST** have everything filled out with their name amount given, relationship, source of funds, date it was transferred, signature, address and phone number of the donor.