



15851 Dallas Parkway Suite 600  
Addison, Texas 75001  
1-800-381-7498  
[www.fmcfinancialservices.com](http://www.fmcfinancialservices.com)

## INSTRUCTIONS –“GETTING STARTED”

### Overview

**You will find on this site a checklist of documents to provide as well as two forms (debt schedule and personal financial statement) to complete. After receiving the checklist of documents along with the completed forms, please allow three days for FMC to complete its review and contact you.**

### The Process

#### **Please Download:**

- **Checklist**
- **Debt Schedule- FMC Form**
- **Personal Financial Statement- FMC Form**

#### **Please Complete:**

**Each form (debt schedule, personal financial statement) are PDF fillable-savable forms. After you complete typing the forms, save them to your hard drive, and e-mail them as attachments to [gary@fmcfinancialservices.com](mailto:gary@fmcfinancialservices.com). In addition, please e-mail the documents requested on the checklist.**

### Assistance

**If you have any questions or need assistance with the process, please call FMC at**

**1-800-381-7498**

