VIDA
Application Package Check List (updated 5/2024)

Once you have determined an applicant is eligible to participate, you are ready to request a savings account. Use the following checklist to avoid delays in getting your candidate's account opened.

Make sure you have all necessary paperwork in hand before entering data into VOMS (database).

Once you have entered the saver information into VOMS, you must mail the necessary documents (listed below) to DHCD within 48 hours. If documentation is missing or incorrect, it will be returned to you, so if anything is missing, do not enter the applicant into VOMS until the issue is resolved.

All forms can be found on the website at: www.dhcd.virginia.gov/VIDA

Checklist of documents to submit to DHCD:

	1.) Last page of the Candidate Application – must be signed by the applicant and intermediary
	2.) Completed Saver Agreement – the saver must complete pages 1 and 4. Mail the entire document to DHCD
	3.) Savings Plan Form - signed by the applicant
	4.) VIDA Income and Net Worth Calculator • Data entered into VOMS should match what is on this form – the applicant must sign and date the third page to certify the accuracy of the information
	5.) W9 forms to verify tax payer identification (one for the state and one federal W9) • Commonwealth Substitute W9 Form • Federal W9 Form
	6.) Current (not expired) picture ID with signature • Copy must be legible • If address is no longer current, include DMV change of address card or recent utility bill with current address. • If applicant is using a P.O. Box, we need documentation listing physical address. This is a bank requirement. A recent utility bill will usually show the physical address as the service address even if the bill was mailed to the P.O. Box.
	7.) Immigration documentation – If applicant is not a U.S. Citizen
	8.) Money order in the amount of $100 made payable to the applicant. This money is used as the first deposit into the savings account.

Common Issues:

- Illegible ID copy – we (and the bank) need to be able to read all the information on the ID – name, address, birthdate, expiration date, etc. The picture does not need to be clear.
- If the money order is made payable to the intermediary – this cannot be deposited into the saver's account since it is not payable to the saver.
- Address on ID is different from address on application or address entered into VOMS. We need third-party verification of current address using DMV change of address card, utility bill, or something with current address.