

## Checklist of Income Verification Documents

Here's a checklist of the documents you can submit to verify your household income. Preparing these documents ahead of time and having them ready to upload to our secure platform will help speed up the verification process. Please make sure to provide income documentation for ALL members of your household.

If at least one member of your household is currently enrolled in a recognized federal program, then you may submit proof of enrollment instead of income documentation. You can either upload proof of enrollment in a recognized federal program OR proof of income. Please refer to the list of recognized programs below.



### Recognized Federal Program\*

- ✔ Supplemental Security Income (SSI)
- ✔ Medicaid
- ✔ Supplemental Nutrition Assistance Program (SNAP)
- ✔ Low Income Home Energy Assistance Program (LIHEAP)
- ✔ Weatherization Assistance Program (WAP)
- ✔ Head Start
- ✔ WIC
- ✔ Lifeline Support for Affordable Communications (Lifeline)
- ✔ Food Distribution Program on Indian Reservations (FDPIR)
- ✔ National School Lunch Program – Free (NSLP)
- ✔ Housing Improvement Program (HIP)
- ✔ Housing Opportunities for Persons with AIDS



### Pay Stubs

- ✔ 2 to 4 of your most recent pay stubs covering at least one month.



### Tax Documents

- ✔ **Form W-2**, from the most recent year's tax return filing.
- ✔ **Form 1099-misc**, from the most recent year's tax return filing.
- ✔ **Federal Tax Return**, from the most recent year's filing including all schedules if applicable.
- ✔ **Self-Employment Income**, from the most recent year's tax return for the business including all schedules.
- ✔ **IRS Verification of Non-filing Letter**: If the applicant is over 18, and does not file a federal income tax return, this letter may be used.



### Retirement Income

- ✔ **Pension(s)**: Award letter or letter from administrative agency.
- ✔ **Social Security Disability Insurance**: Net SSA benefit verification letter; SSA-1099 social security benefit statement; or SSA Form 2458.
- ✔ **401K**: 401k retirement plan statement.
- ✔ **IRA**: IRA quarterly or annual statement.



### Investment Income

- ✔ **Dividends & Interest**: Bank statement or letter from bank dated within 60 days.
- ✔ **Rental Income**: Income tax Form 1040; rent receipts; notarized statement from applicant listing each apartment and the rent received per month as well as a description and amount of deductible expenses.
- ✔ **Royalties**: Income tax return or current statement from the company issuing checks.

## Checklist of Income Verification Documents



### Family Support

- ✓ **Alimony:** Court order, pertinent pages of separation agreement or divorce decree that identifies the client and amount of alimony.
- ✓ **Child Support:** Child support court order from the district clerk's office in the county where the order was issued.



### Government Assistance

- ✓ **Social Security Disability Insurance:** Net SSA benefit verification letter; SSA-1099 social security benefit statement; or SSA Form 2458.
- ✓ **Veteran's Benefits:** Award letter from Veterans Administration or the Department of Defense; current VA benefit check stub; IRS Form 1099.
- ✓ **Worker's Compensation:** Award letter from Worker's Compensation Board; current check showing gross benefit, frequency of benefit, date of loss of employment.
- ✓ **Local Agency Benefits:** Award letter from your local state, county, or municipal agency.



### Zero Income Statement

- ✓ Notarized Affidavit of No Income



### Unemployment

- ✓ **Proof of Unemployment:** Unemployment income statement issued by the Department of Labor and Workforce Development, or a comparable statement issued by an agency or department of state or territory responsible for the administration of unemployment benefits.
- ✓ **Strike Benefits:** Award letter; copy of checks; letter from appropriate administrative agency



## We're here to help.

Are you income eligible, but don't have the supporting documents? Please reach out to our customer support team for assistance. We'll assist you through the process to make sure you're able to access the program benefits.

*\*Please note that you can either upload proof of enrollment in a recognized federal program OR proof of income. Also, at least one member of your household must show proof of enrollment within the **last 12 months**.*