

REQUIRED DOCUMENTATION MUST BE RETURNED WITH SIGNED APPLICATION PLUS INCOME CALCULATION WORKSHEET!

INCOME SOURCES

Child Support

If no child support sign green form enclosed. Copy of court order, DOR printout (call 1-800-332-2733 and request a payment history), copies of support checks for the LAST 4 wks.

Employment

Tips, bonuses, overtime

Copy of four most recent paystubs (stubs must have name or SS# on them) or a signed letter from employer stating your gross wages for the last 4 wks or gross annual wages (with date of hire) accompanied by "1" paystub.

Financial Support

(from Family & Friends)

Foster Care/Adoption

Contact the P.A.C.E. Fuel Assistance office for forms.

Printout from DSS or letter from source stating gross amount and frequency.

Social Security/SSI

Copy of current award letter or tax form 1099.

Bank statements **ARE NOT** acceptable for proof of social security income.

Bank statements **are acceptable** for proof of SSI benefits or call 1-877-863-1128

Pension, Veterans

Pensions must reflect "GROSS" amount, please submit check stub, letter from source or recent 1099. Veterans can also supply letter from Veterans Agent. **All pensions are needed even if no change.**

TANF/EA/EDC

We can verify your income or statement from the welfare department.

Unemployment

Last 4 wks of unemployment stubs or Printout from the Unemployment office located at the Career Center. If you collect partial unemployment, a printout is needed to verify what you are receiving along with paystubs for the weeks with wage income.

Worker's Compensation

Copy of current stub which shows gross amount, date of loss and dates the check stub covers. If your check stub does not have the date of loss, please submit the **last "4" consecutive stubs** or a letter from lawyer, insurance company or employer stating the above information.

Interest/Dividend

Copy of current tax form 1099 or letter from bank stating interest or dividend amount for 1 month or the entire year prior to application date.

Rental Income

Most recent Form 1040 with all schedules. 1040 needs to be signed by you & tax preparer. If a tax return is not filed, rent receipts for one month or tenant letter stating amount of rent & frequency along with copies of recent tax bill, homeowners insurance, water & sewer bill and interest on the mortgage.

Self-Employed

Copy of current signed tax form (1040 & schedule C) with all other schedules. If it is self-prepared, you will need to sign a 4506-T that we will provide. For any other household member who may have income, please refer to this list for specific documents needed to reflect last "4" wks of income.

Odd Jobs

Contact our office for a form and instructions

Students

Students (18 yrs & older) must submit a current letter from school specifying that you are enrolled. If working submit wage documents (see above) plus school letter.

Lump Sum

1099's and tax forms may be required. Includes: royalties, cash/lottery prizes, financial aid, trust and/or estate income, inheritances, capital gains, income derived from sale of stocks/bonds, scholarships, regular insurance payments, stipends/fellowships and housing allowance. Lump sum income is counted once during a 12- month period.

Other

Any other monies coming into the household.

No Income

No income form must be filled out by any member over 18 claiming "0" income