

## Income Documentation

Application cannot be approved without complete information. Written proof of all types of income for ALL household members age 18 and over for the last consecutive and complete 3 months must be provided.

### WAGES AND SALARIES (only for household members 18 years or older)

1. Check stub with "Year-to-Date" amount (for all jobs held in the previous 3 months, **please provide approximate start date as well as pay frequency (weekly, every 2 weeks, 2/month)**)

### SOCIAL SECURITY, S.S.I., OR DISABILITY (only need to send ONE of these, NOT all)

**(You must provide documentation for Social Security or disability payments received for a child in the household)**

1. Most recent bank statement showing your Social Security Deposit, the bank name and your name (if your check is handled through direct deposit). Please send full page, do not send cut up pages
2. Current year award letter from Social Security or a statement of benefits from the local Social Security Office
3. A copy of your check

### UNEMPLOYMENT BENEFITS

1. DWD printout covering the most recent 13 weeks
2. DWD Wage history release form (call our office to request)

### PENSIONS AND OTHER FIXED INCOME

1. The most recent statement showing GROSS income (**NOT A BANK STATEMENT!**)

### SELF EMPLOYMENT

1. Federal 1040 form, all applicable schedules. (Must be signed)

### DIVIDENDS AND INTEREST

1. Statement from the bank

### VETERAN'S BENEFITS (only need to send ONE of these, NOT all)

1. Copy of awards letter, or copy of check
2. A recent bank statement showing your VA benefit, the bank name and your name (if your check is handled through direct deposit).
3. A copy of your check

### RENTAL INCOME, LEASE INCOME, LAND CONTRACT INCOME

1. Tax record

### PERSONS OVER 18 WHO HAD ANY MONTHS WITHOUT INCOME IN THE PAST 4 MONTHS OR PERSONS WITH UNRECORDED INCOME

1. Income Verification Affidavit (**With explanation how expenses have been met. '0' and 'NA' or blanks are not acceptable**)

**The Energy Assistance Program reserves the right to request additional information as necessary!**

Household Number		Maximum 1 Month Income	
1	\$2,479	2	\$3,242
3	\$4,005	4	\$4,768
5	\$5,531	6	\$6,294
7	\$6,437	8	\$6,580
		9	\$6,723