

Proof of Income

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 12 months: employment, unemployment compensation, social security, social security disability, S.S.I., TANF, interest and other regular monthly payments.

WAGES AND SALARIES

1. Wage History from Work One Office (Unemployment Office)
2. Check stub with “Year-to-Date” amount (for all jobs held in the previous 12 months)
3. A letter from your employer (on Letterhead) stating time period of employment and wages earned

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. A 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
3. A statement of benefits form from the local Social Security Office
4. A copy of your check

TANF (WELFARE) (only need to send ONE of these, NOT all) (**also HAVE to send wage history from Work One**)

1. Award letter from the Welfare Office
2. Verification from Welfare

CHILD SUPPORT (only need to send ONE of these, NOT all) (**also HAVE to send wage history from Work One**)

1. Printout of support paid through family court
2. As many support check stubs you can find for the past year
3. A letter or a note from the person paying support stating the amount and frequency of payments to you

UNEMPLOYMENT BENEFITS

1. The original printout from the state showing when your benefits started and how much you receive

PENSIONS AND OTHER FIXED INCOME

1. The most recent statement showing GROSS income

SELF EMPLOYMENT

1. Federal 1040 form, plus schedules C – E – F as apply. (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).

RENTAL INCOME, LEASE INCOME, LAND CONTRACT INCOME

1. Tax record

PERSONS OVER 18 WITHOUT ANY INCOME

1. Printout from Work One
2. Explanation of how expenses have been met

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