

ATTACHMENT H-1C: REQUIRED DOCUMENTS

Please bring only the items checked in the list below that pertain to your household to your eligibility appointment.

HOUSEHOLD EMPLOYMENT INCOME	
<input type="checkbox"/>	Copies of last 4 most recent consecutive pay stubs
<input type="checkbox"/>	Copies of last year's W-2 forms (all pages)
<input type="checkbox"/>	Copies of signed & completed most recent year's federal and state tax returns
<input type="checkbox"/>	Letter from all former employers in the current year and prior year, stating last date of employment
<input type="checkbox"/>	Proof of cash payments: <ul style="list-style-type: none"> • Notarized letters from employers • Bank statements that support deposits
<i>For each household member self-employed <u>for at least</u> the previous 2 years, provide:</i>	
<input type="checkbox"/>	Copies of past 2 years' signed Form 1040, with schedule C, E or F
<input type="checkbox"/>	Copies of all 1099s from the last 2 years
<input type="checkbox"/>	Copies of 2 years of state tax returns
<input type="checkbox"/>	An estimated projection of your NET self-employment income (gross income minus expenses) for the next 12 months. CPA letter or tax preparer statement on letterhead, or notarized self-statement. Copies of expenses, receipts, and other backup documentation may be required.
<i>For each household member self-employed <u>for less than</u> the previous 2 years, provide:</i>	
<input type="checkbox"/>	An estimated projection of your NET self-employment income (gross income minus expenses) for the next 12 months. CPA letter or tax preparer statement on letterhead, or notarized self-statement, is acceptable.
<input type="checkbox"/>	All third-party documentation supporting the estimate. Examples: receipts, records of expenses, invoices, deposits, cancelled checks, etc.

HOUSEHOLD INCOME FROM OTHER SOURCES	
<i>Copies of documentation for:</i>	
<input type="checkbox"/>	Social Security Award letter(s) for most recent calendar year (dated less than 30 days)
<input type="checkbox"/>	Veteran's Benefits (annual documentation)
<input type="checkbox"/>	Income from rental properties
<input type="checkbox"/>	Public Assistance budget letter <u>dated less than 30 days</u>
<input type="checkbox"/>	Armed Forces Reserves
<input type="checkbox"/>	Pension letter (dated less than 30 days)
<i>Do you receive dividends and/or annuities?</i>	
<input type="checkbox"/>	Copies of statement from issuing institution(s)
<i>Do you receive scholarship and/or grant money?</i>	
<input type="checkbox"/>	Copies of dated award letters
<i>Do you receive alimony and/or child support?</i>	
<input type="checkbox"/>	Copies of separation or settlement agreement(s) stating the amount and type of support and payment schedule
<input type="checkbox"/>	Copies of any official statement or print-out (dated within the last 120 days and showing activity and amounts), or a notarized affidavit.
<i>Do you receive disability insurance, workers' compensation, and/or severance payments?</i>	
<input type="checkbox"/>	Copies of last six (6) current consecutive pay stubs or a verification letter
<i>Do you receive recurring contributions and/or gifts? Do you receive other forms of periodic income?</i>	
<input type="checkbox"/>	Notarized statement and/or affidavit signed by the person providing assistance, including the purpose of the income, dates and value of gift(s), and how often the gift is provided (weekly, monthly, annually).
<input type="checkbox"/>	Bank statements supporting receipt of these payments
<input type="checkbox"/>	Unemployment Payment history from NYS Department of Labor Online System (http://labor.ny.gov/unemploymentassistance.shtm)

CURRENT RESIDENCE	
<input type="checkbox"/>	Copy of your current lease, if you rent your own apartment. If you do not have a lease, a notarized letter from your landlord.
<input type="checkbox"/>	Copies of your most recent electric and gas bills (in your name and showing your current address).
<input type="checkbox"/>	If you do not rent your own apartment and you are living with someone else, bring a notarized letter from your housemate along with a copy of their lease and copies of their utility bills.
HOUSEHOLD MEMBERS	
<input type="checkbox"/>	Copies of birth certificates for all minors in the household
<input type="checkbox"/>	Copies of Social Security cards or Tax ID (ITIN) for each person over 18 in the households
<input type="checkbox"/>	Copies of picture ID for all persons over 18 (examples: driver's license, passport, Military ID, NYC Municipal ID, non-driver ID)
<input type="checkbox"/>	Copies of school letters verifying enrolment for all adults attending school (examples: New York City public school, private school, college, university)
<input type="checkbox"/>	Marriage certificate (if applicable)
<input type="checkbox"/>	Proof of legal custody or guardianship of all minors (if you are not listed on the birth certificate)
<input type="checkbox"/>	Current valid Section 8 transfer voucher or proof of other rental subsidy
HOUSEHOLD ASSETS	
<input type="checkbox"/>	Last six most recent checking account statements
<input type="checkbox"/>	Most recent statements for any other deposit accounts, i.e. savings, money markets
<input type="checkbox"/>	Most recent investors' statement for stocks and bonds
<input type="checkbox"/>	Most recent statement for all other investment accounts, i.e. 401K, IRA, 403b, 414H, NYCERS
<input type="checkbox"/>	Most recent statement for life insurance policies
<input type="checkbox"/>	Estimated current value of real estate or other investment property, most recent mortgage bill. If selling: price, estimated broker's fee and closing costs.
Non-refundable credit and background fees:	
<input type="checkbox"/>	\$50 up to two (2) adults and \$75 for three (3) or more adults for middle-income households