

Required Documentation for Each Appointment for ALL Household Members

- **Proof of U.S. Citizenship for all household members**

Examples: Social Security CARDS, birth certificate/hospital birth records, baptismal records (only when place and date of birth is shown), Indian census record, military service record, U.S. passport, verified citizenship for OWF program, voter registration cards.

- **Identification of primary applicant** such as driver's license, photo ID, voter registration card or U.S. military card.

- **Social Security numbers for all household members**

- **Rent receipt or lease agreement if renting**

- **HUD or Metro** documentation if receiving government rental assistance.

- **Most recent gas and electric bills**

- **If bulk fuel, propane, wood, coal or kerosene etc.:** you must have your vendors name, address and contact phone number.

- **For new service customers:** you must first contact your utility company and make application for service and provide us with an account number.

- **For new service bulk fuel customers:** you must first contact your vendor to be sure they are one of the vendors on our list that will accept our pledge.

- **All income received within the last 30 days, or 12 months if 30-day income is not reflective of the previous 12 months**

Examples: Gross wages, unemployment compensation, child/spousal support received, Social Security/SSI/SSDI current award letter or bank statement, veteran's income, strike benefits, TANF (cash assistance), utility allowance income, health insurance record of premium paid out if applicable, bank records if living off of savings. If you are a student and receiving government assistance with Pell Grants and or loans, an itemized statement would be required. ***Self-employed requires 12 months of written income records AND most current 1040 tax transcript***. ***Seasonal employment requires 12 months proof of income***.

Any household reporting zero income see statement below:

IRS Non-Filing Transcript as verification of zero income.

The Internal Revenue Service (IRS) form can be obtained four ways.

1. **Contact:** 1-800-829-1040 (If the customer did not file a tax return).
2. **In Writing to:** Internal Revenue Service (IRS)
Return and Income Verification Services (RAIVS) TEAM
P.O. Box 145500
Stop 2800 F
Cincinnati, Ohio 45250
3. **Visit your local IRS Office**
4. Or **On-Line:** <http://www.irs.gov/Individuals/Get-Transcript>

