ACCEPTABLE DOCUMENTATION SOURCES

For Proof of Citizenship

* U.S. birth certificate
* Passport
* Hospital record of birth
* Church or baptismal record
* Public assistance/social service records

For Proof of Authorization to work in the US

[Link](https://www.wrksolutions.com/Documents/Portal/Authorization-to-Work_Docs_List.pdf) to auth to work checklist.

For Proof of School Enrollment

* Transcript from education or training provider
* Statement from education or training provider
* Tuition statement with semester hours
* Admissions letter
* Other financial document from an education or training provider confirming current enrollment

For Proof of Income

**Proof of employment (wages/salary)**

* Check stubs
* Pay statements
* Payroll schedule or documents
* Signed letter from employment (including hourly rate; hours per week)
* Employer statement/contact
* Employment/income verification form signed by employer
* Self-employment information
  + Self-employment verification form
  + Bank statements
  + IRS Income Tax documents (proof of business)
  + Quarterly estimated tax for self-employed persons (Schedule C)
  + Family or business financial records
  + Receipts – if Customer has expenses

**Proof of retirement income**

* Award letter from Veterans Affairs
* Retirement/pension statements
* IRS W-2 or 1099 forms

**Proof of Worker’s Compensation**

* Worker’s Compensation documentation, statement, or award letter

**Proof of Inheritance**

* Court records

**Proof of Capital Gains**

* IRS Income tax documents, including IRS Form 1040, Schedule D

**Proof of Rental Income**

* Bank statement
* Lease agreement

**Proof of Interest/Dividends**

* Bank statement
* Tax record/1099

**Proof of Railroad Retirement or other Pension**

* Statement from agency

**Proof of lottery winnings**

* Tax records

**Proof of UI**

* Unemployment Insurance documentation, statement or website printout with all payments

**Proof of Child Support**

* Office of Attorney General payment record
* Receipts
* Court order

**Proof of Social Security Disability**

* Social Security Administrator’s (SSA) Award letter or statement\*

**Proof of Social Security**

* Social Security Administrator’s (SSA) Award letter or statement\*

**Proof of Supplemental Security Income (SSI)**

* Social Security Administrator’s (SSA) Award letter or statement\*

\*SSA documentation must include a description of the type of benefits received

For Proof of Residency

* Copy of current utility bill
* Pay stub (if address is printed on stub)
* Rent receipt (showing current address)
* Lease agreement
* Mortgage statement
* School record showing proof of residency (in the Gulf Coast 13-county region)
* Section 8 award letter
* Homelessness determination – Discussion documented in TWIST
* Public assistance/social service records
* Financial aid application to document address and one of the above documentation sources from the owner/lessee.

\*\* If you do not have a utility bill in your name and you live with someone, a letter must be provided from that person stating you live with them. A copy of their utility bill, including their contact information must be attached.