

## 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](#) 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



A decorative graphic on the left side of the page consisting of several orange hexagons of varying sizes arranged in a cluster.

### **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.