

**Accepted Forms of Income Verification and Documents of Expenses**

<b>Types of Information</b>	<b>A) Review of documents</b>	<b>B) Third party written</b>	<b>C) Third party oral</b>
<b>Wages and salaries including base and overtime rates, bonuses and incentive payments.</b>	Pay stubs, earnings statement or W-2 form identifying employee and showing amount earned period of time covered by employment.	Signed and dated form or letter from employer specifying amount to be earned per pay period and length of pay period.	Statement indicating contact with employer by phone or in person specifying amount be earned per pay period.
<b>Tips/gratuities and self-employment.</b>	Notarized statement from applicant or form 1040/1040A showing amount earned and	None.	None.
<b>Income maintenance, AFDC, welfare, Social Security</b>	(1) Copy of check issued by agency (2) Award letter signed by agency	Signed and dated verification form signed showing amount and period received.	Statement indicating contact with agency, amounts received, and dates received.
<b>Unemployment/Worker's Compensation</b>	Same as 3A.	Same as 3B.	Same as 3C.
<b>Child Support Payments</b>	(1) Copy of payment records furnished by court, signed and dated, showing amount received. (2) Copy of divorce decree showing amount of support. (3) Copy of un chased check.	Written statement from paying parent.	Oral statement from paying parent (documented by agency)
<b>Interest/dividends</b>	(1) Passbook showing interest received and period covered. (2) Income tax return. (3) Dividend statement from bond holder or stock company.	Dated and signed verification form completed by savings institution showing amount and period received.	Same as 6A but obtained by means of oral contact with official at institution (documented by agency).
<b>Assets</b>	(1) Passbooks/letters completed by bank. (2) Real estate tax assessment or appraisal of real property. (3) Statement signed by applicant specifying assets.	None.	None.
<b>Child Care expenses</b>	(1) Receipts, canceled checks. (2) Itemized list signed by applicant.	Letter received from child care agency, babysitter, or person providing care showing amounts received or expected and period of service.	Same as 8B but with telephone or in-person contact (documented by agency).
<b>Medical Expenses</b>	(1) Receipts, canceled checks. (2) Records of insurance payment, indication of payroll deduction for medical insurance (3) Itemized list signed by applicant.	Form letter, dated and signed, from hospital or physician specifying amount due or expected to be due during the next 12 months.	Same as 9B but with telephone or in person contact (documented by agency).
<b>Housing Expenses</b>	(1)Receipts, canceled checks. (2)Itemized list signed by applicant.	Letter received from landlord showing amount of rent paid.	Same as 10B but with telephone or in person contact.