

What to Bring to Your Appointment

Please bring the following documentation and/or fees to your upcoming appointment. If you have any questions concerning the information requested, please contact us.

It is **VERY IMPORTANT** that you bring the necessary information with you to the appointment. Below is a list of the documents you need to **have with you**. Please note- if you DO NOT currently receive Social Security Disability or Retirement, you will not have an award letter.

The Federal Tax Return is not the same as a W-2 or 1099, click [here](#) for an example of the document if you are unsure. Please note, if you are receiving SSI/SSDI, it is likely you do not file taxes and we do not expect you to bring tax returns.

Please be aware- If you do not bring all of the required documentation that apply to your situation, your appointment will be rescheduled.

1. Proof of Income – We will need documentation to verify the type of income your household receives. –

IF you are Employed –

- Bring 1 month of current **paystubs** for all employed adults in the household (Example- if paid biweekly=2 paystubs. If paid weekly=4 pay stubs) ****bank statement deposits cannot be accepted for this)**

IF you receive a *monthly check* from Social Security for SSI/SSDI

- Bring your most current **award letter** from Social Security Administration

IF you receive SNAP benefit-

- Bring the DHHR letter showing the amount you receive for the most current month

2. Bank Statements for the 2 most recent months (checking and/or savings) [click here for an example](#).

3. If you file taxes, bring both 2017 and 2018 **Federal Tax returns** and W-2's or 1099 for each tax year *

- The **Federal Tax Return** is not the same as a W-2 or 1099, [click here for an example](#) of the document if you are unsure. Please note, if you are receiving SSI/SSDI, it is likely you do not file taxes and we do not expect you to bring tax returns.

4. If you are divorced, a **Divorce Decree**

5. If you have filed bankruptcy, **Bankruptcy Documentation**

6. If you receive or pay Child Support or Alimony, bring the court order regarding payment amount.

7. Proof of any other income- (Example- **Section 8 Housing voucher, Self-Employment**)