

## NEEDED DOCUMENTS CHECKLIST

You'll need to bring documents with you when you apply for benefits.

### HOW DO I PROVE IDENTITY?

Provide one of these documents as proof of your identity.

- |  |   |
|--|---|
| <input type="checkbox"/> Driver's License            | <input type="checkbox"/> Baptismal/Other Religious Certificate* |
| <input type="checkbox"/> State Non-Driver ID Card    | <input type="checkbox"/> Official School Record                 |
| <input type="checkbox"/> Passport*                   | <input type="checkbox"/> Adoption Record*                       |
| <input type="checkbox"/> Birth Certificate*          | <input type="checkbox"/> Official Hospital/Doctor Birth Records |
| <input type="checkbox"/> Naturalization Certificate* | <input type="checkbox"/> Marriage Records                       |
| <input type="checkbox"/> Insurance Policy            |   |

### HOW DO I PROVE RESIDENCY?

Provide one of these documents as proof of your residency/home address.

- |  |   |
|--|---|
| <input type="checkbox"/> Postmarked Envelope, Post Card,<br>or Magazine (with name and date labels)            | <input type="checkbox"/> Letter/Lease/Rent Receipts<br>(from landlord with address) |
| <input type="checkbox"/> Driver's License or IDEA Card<br>(issued within past 6 months)                        | <input type="checkbox"/> Property Tax Records or Mortgage Statement                 |
| <input type="checkbox"/> Utility Bill (gas/electric/cable), Bank Statement, or Letter from a Government Agency |   |

### HOW DO I PROVE SOCIAL SECURITY NUMBER?

Provide one of these documents as proof of your social security number.

- |  |   |
|--|---|
| <input type="checkbox"/> Social Security Card            | <input type="checkbox"/> Letter from the Social Security Office |
| <input type="checkbox"/> Application for SSN (Form SS-5) | <input type="checkbox"/> Tax Returns (W-2s, 1044s, 1099s)       |

### HOW DO I PROVE CITIZENSHIP/IMMIGRATION?

Provide one of these documents as proof of your citizenship/immigration.

- |   |  |
|---|--|
| <input type="checkbox"/> US Birth Certificate*  | <input type="checkbox"/> US or other Passport*                       |
| <input type="checkbox"/> US Baptismal Record *<br>(recorded within 3 months of birth) | <input type="checkbox"/> 1-220B 124 (Order of Supervision)           |
| <input type="checkbox"/> Naturalization Certificate*                                  | <input type="checkbox"/> INS Form 1-210 letter (Voluntary Departure) |
| <input type="checkbox"/> INS Form 1-551 (Green Card)                                  | <input type="checkbox"/> INS 1-181 (Memorandum of Color of Law)      |
|   | <input type="checkbox"/> INS Form 1-94 (Arrival/Departure Card)      |

### HOW DO I PROVE MY HOUSEHOLD'S RESOURCES?

Provide as many of these documents that apply as proof of your household's resources.

- |   |   |
|---|---|
| <input type="checkbox"/> Bank Statements                          | <input type="checkbox"/> Burial Agreement                       |
| <input type="checkbox"/> Life Insurance Policy                    | <input type="checkbox"/> Deferred Compensation                  |
| <input type="checkbox"/> Deed of Appraisal for Real-estate        | <input type="checkbox"/> Annuity or Trust Statements            |
| <input type="checkbox"/> Motor Vehicles<br>(estimate from dealer) | <input type="checkbox"/> Copies of Stocks, Bonds, or Securities |

\* May be used to document both identity and citizenship-immigration status.

**HOW DO I PROVE MY HOUSEHOLD'S INCOME?**

*For each of these types of income, provide one of these documents as proof of your household's income:*

**Earned Income**

- Recent Paycheck Stubs
- Income Tax Return
- Business Record
- Letter from Employer
- Letter from State Department of Labor

**Social Security Benefits**

- Award Letter/Certificate
- Benefit Check
- Letter from SSA<sup>1</sup>

**Private Pensions/Annuities**

- Statement from Annuity<sup>2</sup>
- Statement from Pension

**Child Support Alimony**

- Letter from Person Providing Support
- Letter from Court

**Interest/Dividends/Royalties**

- Statement from Bank, Credit Union
- Letter from Broker
- Letter from Agent

**Workers Compensation**

- Award letter
- Check Stub

**Military Pay**

- Award Letter
- Check Stub

**Veterans' Benefits**

- Award Letter
- Benefit Check Stub
- Correspondence from Veterans Administration

**HOW DO I PROVE MY HOUSEHOLD'S EXPENSES?**

*Provide as many of these documents that apply as proof of your household's expenses.*

**Child and Dependent Care Expenses**

- Cancelled Checks of Payments Made to the Provider
- Receipts from Childcare Provider
- Letter from Provider Stating Fees Charged for Services and Frequency of Services

**Heating, Telephone, and Electricity Costs**

- Bills or Statements from Utility Companies

**Rent or Mortgage Payments**

- Cancelled Checks or Receipts for Paid Rent
- Mortgage Statement

**Medical Expenses**

- Bill or Invoice from Doctor, Hospital, or Clinic

1. A letter from the Social Security Administration documenting cash assistance, often to a retired or disabled individual.

2. A record from an insurance or trust company recording regular payments made often to a retired person.