



Examples of Income You Must Report

Home Energy Assistance eligibility is based on an *entire* household's income and you are required to report *all* income for every member of your household who is 18 years or older. This income sheet is to assist your household in documenting income for the entire household; the examples on this sheet are not exhaustive. Please contact NSCAP with any questions.

Income source:	Documentation you must provide:	
☑	No income ("0" Income)	If a member of your household has no income, they must complete a <i>Statement of No Income</i> form and possibly a <i>Low Income/No Income</i> form (forms located here: https://www.nscap.org/our-programs/home-energy-assistance/).
☑	Wages (including bonuses, tips, overtime, strikers' benefit)	Copy of paystubs for the most recent four weeks showing the gross wage, the week ending or pay date, and the person's name or Social Security number.
☑	Self-employment income (e.g., sole proprietor, partnerships, corporations)	Most recently completed IRS Form 1040** plus all completed tax schedules.
☑	Social Security (SS), Supplemental Security Income (SSI)/ Social Security Disability Insurance (SSDI)	<u>One</u> of the following: Current benefit check, an official SSA statement of benefits, an SSA computer printout of benefits, or IRS Form SSA-1099.
☑	Transitional Assistance to Needy Families (TANF/TAFDC)	In most cases, NSCAP can retrieve this information electronically. We will contract your household if this is not possible.
☑	Emergency Aid to Elderly, Disable, and Children (EAEDC)	In most cases, NSCAP can retrieve this information electronically. We will contract your household if this is not possible.
☑	Unemployment benefits	DUA Payment History, or a Benefit Determination Form with either a bank statement or the Payment History screen.
☑	Veterans' benefits	<u>One</u> of the following: VA benefit check stub, VA statement of benefits, IRS Form 1099.
☑	Retirement/pension income and annuities	<u>One</u> of the following: Benefit check stub, an official statement of benefits, letter from income source, or Form 1099.
☑	Workmen's Compensation (including temporary disability insurance payment)	Copy of most recent check showing gross benefit, frequency of benefit, date of loss of employment, and receipt of benefits; or, statement from an employer, insurance company, attorney of record or union office, showing the same information.
☑	Interest dividend income	<u>One</u> of the following: Bank statement, letter from the bank or source signed and dated by authorized representative, or a copy of the most recent IRS Form 1099.
☑	Owner-occupied rental income	IRS Form 1040** with Schedule E. If you did not file taxes, please contact NSCAP for more information on documentation required.
☑	Non-owner occupied rental income	<u>One</u> of the following: IRS Form 1040** with Schedule E; copies of cancelled checks from all tenants; or, written statements from tenants, signed and dated attesting to renting at the specific address and rent amount.
☑	Child support or alimony (Spousal Support)	<u>One</u> of the following: Copies of cancelled alimony/child support checks from source; most recent court order/amendment; a letter from the attorney of record or legal agency representing the applicant; or Department of Revenue payment history.
☑	Odd jobs employment income	Complete a copy of the <i>Odd Jobs Income Statement</i> and provide checking, savings, or other bank records to verify income.
☑	Income from lump sum receipt(s)	Lump sum receipts may include (but are not limited to): Stocks and bonds, capital gains, royalties, inheritances, one time insurance payments, lump sum lottery winnings, etc. **Note: Income received in the 12 months prior to your application is only counted once.
☑	Other sources of income you must report include: Regular lottery payments, insurance payments; stipends, fellowships, scholarships; financial support for living expenses; estate or trust income; housing allowances; etc. Please contact NSCAP with any questions about documenting any of these sources of income.	

**Note: If taxes are self-prepared, an IRS transcript must be provided (available here: <https://www.irs.gov/individuals/get-transcript>).