



# Utility Bill Assistance Application Checklist

Print Your Name Here: \_\_\_\_\_

<b>Required Income Documents</b>				
<b>Please check each income type your household receives and include copies of the documents. You may use the past 30 days or the past year for income documents, but everyone in the household must choose the same measurement period (everyone uses 30 days or everyone uses past year).</b>				
Yes	No	Types of Income	Past 30 Days	Past Year
		Wages, Salary	Paycheck stubs for the past 30 days (if paid every-other-week, most recent 2)	All W-2 forms, or your last Federal Income Tax Return
		Self-Employment, Rental Income, or Farm Income	Not applicable. You must use the past year as your measurement period	Last completed Federal Income Tax Return
		Social Security (Disability or Retirement), or SSI	Check copy, award letter, or recent bank statement showing direct deposit	1099 SSA letter, or last completed Federal Income Tax return for SSA or SSDI. For SSI, we will need a printout from social security for all months
		Pension, Retirement, or Veteran's Benefits	Copy of award letter, copy of check received, or recent bank statement showing direct deposit	1099 R for pension or retirement income, or most recent Federal Income Tax return
		Adoption Subsidy	Copy of the check or monthly statement	Monthly statements from the past year
		Child Support	Child Support printout, copy of the check, or statement from the payor	Printout for the past year, copies of checks, statement from the payor.
		Family Investment Program (FIP) Benefits	Award letter from DHS or copy of your check. If you have received FIP for more than one month we may be able to get this for you	Our office can get this for you if you have lived in the county for the past year
		Worker's Compensation	Benefit statements	Benefit statements for the past year or statement from the payor
		Dividend Benefits	Letter or statement showing the amount received	1099 DIV or the most recent Federal Income Tax Return
		Unemployment Benefits	Printout from Workforce Development	1099 G or most recent Federal Income Tax Return
<b>Other Required Documents</b>				
✓	<b>Please include copies of these documents with your application.</b>			
	Social Security Card, driver's license, passport, or state ID for everyone in the household (including children). If you provided these last year, we may have them on file already			
	Your heating bill (natural gas, propane, electric, etc.)			
	Your electric bill (this may be the same as your heating bill)			
	Fully completed paper application – both sides, signed and dated			

**Feedback:** Please let us know how easy or difficult it was to complete this application by circling one of the words below. **CIRCLE ONE**



**Very Easy**

**Easy**

**Neutral**

**Difficult**

**Very Difficult**