



**NOTE: We need copies of the following (do NOT send originals as they will NOT be returned!):**

- **2018 Tax Return:** This is mandatory. If you haven't filed a copy of the W2 can be used. I prefer the actual tax return however sometimes people file for an extension so the W2 can be used.
- **(1) current month of pay stubs/wages/tips:** Current verification is required. Please do not submit anything before November 2018. Must supply copies for all individuals living in the household.
- **Workman's Compensation:** If received.
- **Unemployment Compensation:** If received. Please write how long the duration of receiving this type of income will last.
- **Social Security:** The original statement is preferred however if you receive this income and it is deposited into your bank account by direct deposit a bank statement is acceptable.
- **SSI:** Same as Social Security explanation.
- **Child Support/Alimony:** If received, not if you pay out for child support. If child support is received documentation is required. If payee is in arrears please explain.
- **Food stamps:** If received. The original statement is preferred. Please contact the caseworker assigned to you for a statement of food stamp benefits.
- **401K/Pension Retirement:** Only if retired.

Please provide a brief letter in the space provided on the form explaining any discrepancies in income verification and as to why you are requesting for assistance.

Please let me know if you need my assistance in completing the process! I am here to help!

Thank you!

Cathy Peterson  
Staff Director  
Warren County YMCA