
Exhibit 4-1: Sample List of Records and Documents That Owners May Ask Applicants to Bring to the Certification or Recertification Interview

Records of Earned Income

- Paycheck stub
- W-2 forms
- Income tax return – (state and/or federal)
- Wage tax receipts

Records of Other Income

- Pensions and annuities – latest check stub from issuing institution
- Social Security – current award letter, *benefit letter or Proof of Income Letter*
- Unemployment compensation – determination letter Form 2000, Form UC 30, or latest check stub
- SSI – award letter, *Proof of Income Letter*
- TANF – award letter, recent check stub
- Worker's compensation – Form DOL 203, recent check stub
- Alimony – copy of court order
- Child support – copy of court order
- Education scholarships/stipends – award letter
- Trade union benefits – recent check stub
- Other public assistance – award letter
- Income from assets – credit union/bank/S&L statements, etc.

Asset Information

- Bank statements
- Stock/bond certificates
- Mortgage note
- Income tax return
- Certificates of deposit

Records of Family Circumstances/Family Composition/Allowances

- Work permit
- Statement of disability
- Social security record
- Adoption papers
- Income tax returns
- Legal documents showing formal adoption being pursued
- Birth certificates
- Copies of medical bills
- Social security cards/alternative documents
- Payment receipts for dependent care, child care, etc.