

# REQUIRED DOCUMENTATION NEEDED FOR ENERGY ASSISTANCE

## EMPLOYMENT

Your four (4) most consecutive weekly paystubs, two bi-weekly or semi-monthly, or one monthly for the period immediately prior to the date of application. If you are missing paystubs, a statement from your employer on company letterhead signed by either the employer or the payroll department stating the gross wages for the missing pay period. (Pay stubs will only be accepted if they list your name and or social security number).

## SELF-EMPLOYMENT

A form will be given to you at the time of intake to complete for the last 6 calendar months from the date of application. This form must be notarized and returned with a current copy of your 1040 IRS form including all relevant Schedules (C, D, S, E, K, etc) and a balance sheet showing how your self employment earnings supported your household.

## SOCIAL SECURITY AND OR SUPPLEMENTAL INSURANCE (SSI)

A copy of the check, SSA form 2458, TPQY (computerized form); if you have direct deposit, a bank statement or letter indicating the monthly amount deposited.

**WORKMAN'S COMPENSATION OR DISABILITY INSURANCE** (short term or long term) statement or stub showing benefits and period covered.

## PENSION/ANNUITY

Pension or annuity a check stub or a copy of the check, if check is received without a stub a letter from the payor on letterhead, or bank statement if you have direct deposit indicating direct deposit amount.

## UNEMPLOYMENT

A print out of employment benefits from the unemployment office or from the DOL website at [www.ctdol.state.ct.us](http://www.ctdol.state.ct.us)

## DSS/SAGA/CASH/FOOD STAMP ASSISTANCE

Current DSS Cash Award Letter

Current DSS Food Stamp Award Letter

## CONTRIBUTIONS

Signed statements from friends and or relatives who are contributing to your household's support. The dollar amount paid to you must be indicated and the time period.

## ALIMONY/CHILD SUPPORT

Divorce decree or Family Relation Court, letter or lawyer verifying amount and frequency of alimony and/or child support or child support enforcement letter or printout or bank statement if payments go directly to the bank, or written statement from legally liable relative if voluntary cash support payments are made directly to you.

## RENT OR MORTGAGE PAYMENT

Your current rent or mortgage payment is as evidenced by your lease or mortgage payment statement, a copy of a check, or current rent receipt or current housing notification

## ASSET VERIFICATION

In order to verify your current account balance(s), you must provide statements from every institution that you or any other household member(s) have an account with. (Liquid assets include savings and checking accounts, stock/shares, bonds, CDs, and IRAs if over 59 \_ years old

## GAS AND ELECTRIC CUSTOMERS MUST PROVIDE A COPY OF BILL

## 1099 AND OR W-2 ARE NOT ACCEPTABLE FORMS OF DOCUMENTATION