

D. INCOME DOCUMENTATION WORKSHEET

An Income Documentation Worksheet should be completed for each person in the household who is 18 years or older. Supporting documentation must be attached for each household member.

NOTE: Wake County does not require Social Security numbers, so applicants must delete SSNs or cross them out prior to submitting.

Name of Person this income worksheet applies to: _____

(complete one worksheet for each person in household 18 years or older)

Source of Income	Gross Monthly Income in Dollars	Supporting Documentation
Pre-COVID19 Salary for AMI Verification	\$	<ul style="list-style-type: none"> Copies of two paycheck stubs for January, February and/ or March 2020; OR 2019 Federal income tax returns; OR Income Certification Affidavit

Source of Income	Gross Monthly Income in Dollars	Supporting Documentation
Current Gross Monthly Salary From Employment or Self-Employment	\$	<ul style="list-style-type: none"> Copies of two most recent paycheck stubs; OR Income Certification Affidavit (for self-employed)
Gross Monthly Income from: Social Security Income (SS) OR Supplemental Security Income (SSI) OR Social Security Disability (SSDI)	\$	<p>The following must not be older than one year unless noted:</p> <ul style="list-style-type: none"> Copy of monthly award check; OR Copy of benefit verification letter (can be requested from local Social Security office); OR Form SSA-2458 (can be requested from local Social Security office); OR Form SSA-1099 (yearly benefit statement that may not be older than one (1) year); OR Written certification from awarding agency verifying monthly benefits; OR Copy of bank statement showing direct deposit of award check.

Gross Monthly Income from Work First Temporary Assistance for Needy Families (TANF)	\$	<ul style="list-style-type: none"> • Award letter stating the amount of benefit; OR • Copy of most recent bi-monthly award check(s); OR • Written statement from Caseworker stating the benefit amount; OR • Written certification from awarding agency verifying monthly benefits.
Monthly Alimony	\$	<ul style="list-style-type: none"> • Copy of weekly or monthly check; OR • Court decree establishing payments, (divorce papers); OR • Notarized affidavit of child support certifying amount received.
Monthly Child Support	\$	
Gross Monthly Unemployment	\$	<ul style="list-style-type: none"> • Copy of award notice stating benefit; OR • Payment booklet.
Monthly Rental Property Income (income you receive from a rental property you own)	\$	<p>At least two (2) from the following:</p> <ul style="list-style-type: none"> • Copy of property rental agreement signed by current tenant showing monthly rent; AND • Copy of recent rent check; OR Rent receipt book.
Other Income not shown above-List Sources	\$	Attach documentation to support declaration.
TOTAL MONTHLY INCOME	\$	
AGENCY STAFF USE ONLY IN THIS SECTION:		
Total Gross Monthly		Comments:
Total Gross Annual		Comments:
Income Qualified?	YES NO	Comments: