



Acceptable Forms of Documentation For Income Verification Purposes

In order to anticipate the correct annual income for tenants during the 12 month-period following certification, it is necessary to provide documentation of anticipated income from all sources outside the family. **W-2 forms are not acceptable** as they do not reflect anticipated income for the next 12 month-period. **Tax returns are only acceptable when the tenant is self-employed** and must be provided along with signed statements from clients and a current profit and loss statement.

Some examples of documentation of current income are, but are not limited to the following:

- Third Party Verification
- Employee Paycheck Stubs (3 months)
- Social Security Award Letter
- Supplemental Security Income Award Letter
- Veteran's Administration Pension Award Letter
- Pension/Retirement Benefits Award letter
- Signed Statements from Clients (If Self-employed)
- Signed Statements from supporting family members such as:
 - Child Support
 - Alimony
- Social Services Statements such as:
 - Temporary Assistance to Needy Families (TANF)
 - General Assistance
 - Disability Benefits
- Annuity Statements
- Bank Statements (3 months)
 - Checking Accounts
 - Savings Accounts
- Unemployment Benefits Statement
- Zero Income Affidavit, if eligible

Acceptable documentation for student income include:

- Educational Grant Award Letters
- Documentation of the award must support this determination.
- Tuition-related payments must be reported, but will not be counted as student income.

Any question feel free to email HousingTrust@srcity.org or call the main line 707-543-3300.



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