

## FUEL ASSISTANCE REQUIRED DOCUMENTS

### PROOF OF ALL SOURCES OF INCOME FOR ALL HOUSEHOLD MEMBERS

- 2015 Federal Form 1040 Tax Return for those who have filed taxes last year
- Social Security/SSDI/SSI - Current Award Letter, Benefit Statement or 2015 Form 1099 from Social Security (Call 800-772-1213) or visit [www.ssa.gov](http://www.ssa.gov) for a copy of your Form 1099)
- SSP State Supplement- Current Mass. SSP Statement Call (877)382-2363
- TAFDC/EAEDC/SNAP BENEFIT - Current DTA letter Call (877)382-2363
- Veteran's Benefit - Current benefit letter Call 800-827-1000 or visit [www.va.gov](http://www.va.gov) or call your local Veteran's Agent for documentation of your total gross monthly benefit
- Retirement/ Pension - Current benefit letter or check stub showing the gross amount and most recent Form 1099 from the source of the Pension
- IRA / ANNUITY Distribution Form 1099 and 2015 Federal Tax Form 1040
- Interest / Dividends - Form 1099(s) and 2015 Federal Tax Form 1040
- Wages - Most recent consecutive four week's pay stubs showing gross wages, your name and employer's name or employer letter on letterhead showing gross wages and at least one paystub. School employees: provide a copy of your contract and 4 weeks paystubs
- Self-Employment - 2015 Federal Tax Form 1040 including Sched. C or C-EZ, Form 1120, 1120S or 1065. If self-prepared, call (800)829-1040 or visit [www.irs.gov](http://www.irs.gov) for a transcript
- Unemployment - Benefit Eligibility Letter and current month's bank statement showing benefits received or printout from unemployment with your name or social security number on it showing four current weeks of benefits received or visit [uionline.ma.gov](http://uionline.ma.gov) for more information
- Alimony /Child Support - DOR Report, Court Order (dated), Copies of Checks Money Orders or notarized NSCAP Financial Assistance Form showing last 30 days of support received
- Worker's Compensation / Disability - Proof of gross income (Check stubs and/ or benefit letter) received for last 30 days and a statement indicating start date and duration of eligibility
- Financial Support From Others-NSCAP Financial Assistance Form must be completed and notarized by person providing support. Call NSCAP to request NSCAP Financial Assistance Form
- Odd Jobs - Contact NSCAP to obtain, complete and notarize a NSCAP Odd Job Form
- Lump Sum Income: Lottery Winnings, Cash Prizes, Insurance Settlements, Cap. Gains, Inheritances, Sale of Stocks/Bonds received in the last 12 months-A copy of 2015 Form 1040
- Rental Income - Most recent (2015) IRS Federal Tax Form 1040 including Schedule E.  
If self-prepared, call (800)829-1040 or visit [www.irs.gov](http://www.irs.gov) to obtain a transcript
- Low /No Income- If monthly household income exceeds expenses by less than \$200, your Case Worker will contact you to arrange an interview after your application is submitted.
- Full Time Students 18 and Older - Current letter from School/University showing status
- To Delete Household Members 18 and Older-Current Utility bill in their name at new address  
(Note: Income may be verified by Mass. DTA and DOR and Social Security Administration)

### IDENTIFICATION FOR ENTIRE HOUSEHOLD IF NOT SUBMITTED IN THE LAST 3 YEARS

- Social Security cards for all new household members. Replacement cards can be requested by applying at your local Social Security office. Visit [www.ssa.gov](http://www.ssa.gov) for more information
- Photo ID for all household members 18 and older, Birth Certificate for all under age 18

### HEATING AND UTILITY BILLS

- Recent Oil, Kerosene or Propane delivery ticket including name, address and account number
- Most recent copy of your entire Gas and Electric bills in the applicant's name including account number and service address. (You may qualify for a discount from National Grid) If any Utility bill is in the name of someone not listed in the household, you must provide address verification

### RENTERS

- Proof of rent: Current Lease or Landlord Letter, copy of cancelled check or a NSCAP Tenant / Landlord Form can be sent to your Landlord upon request
- Public/Subsidized Housing/ (LIHTC) Below Market Rent- Current Housing Addendum listing all household members, income sources and Utility Reimbursement if applicable.

### HOMEOWNERS

- Current Mortgage Statement RE Tax Bill, Annual Home Insurance Premium, Condo / Lot Fees (if applicable)
- If you own additional property, document whether: Vacation, 2nd Home, Income Property, etc.