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

**NOTE: Owners must attempt to collect third-party verifications where possible, but having the applicant bring the following information to the interview will assist the owner in obtaining the third-party verification.** The records and documents provided by the applicant could be used when third-party verification is not returned or obtainable.

### **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
- Unemployment compensation – determination letter Form 2000, Form UC 30, or latest check stub
- SSI – award 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.