

CHECKLIST #1

LIST OF ALL DOCUMENTS REQUIRED FOR POVERTY EXEMPTION APPLICATION

Copies (Front & Back) of Drivers licenses / Photo identifications for all members of household

Signed Federal Income Tax Returns (1040 or 1040A)

Signed Federal Form 4506-T

Signed State of Michigan Income Tax Returns (MI-1040)

Signed Michigan Homestead Property Tax Credit Claim (MI-1040CR)

Signed Michigan Treasury Form 4988 (if applicable)

All W-2 Forms, 1099, 1099-A, 1099-C, 1099-INT, 1099-DIV, 1099-R, 1099-T Forms

Net royalty or rental income - **Rent Rolls & Ledgers**

Business Income - Federal Schedule C, C-EZ, E or F

Social Security Benefit Statements for all persons receiving benefits (SSA-1099)

Supplemental Security Income Statements for all persons receiving benefits (SSI)

Veteran's Benefits - (Letter from regional Veteran's Affairs Office)

Child support - Statement showing amount of support received for the year

Alimony and other taxable income. Describe _____

Adoption subsidy payments / Foster Care payments - Annual Statement

Student grants, scholarships, financial aid, educational trust disbursement statements (1098T)

Inheritance distributions, proceeds of life insurance policy statements

Gifts of cash or goods or personal loans received, and all payments made on your behalf by relatives, friends, and/or other individuals. (i.e., rent, taxes, utilities, medical expenses, tuition)

Current year mortgage verifications showing loan balance plus principal & interest amounts

Last 12 months bank & credit union statements for all checking & savings accounts

Last 12 months statements for all household expenses, including credit card and debt payments

Current credit reports for all persons residing in household

Poverty Exemption Application

Please do not submit original tax returns or supporting documentation, as we must keep all documents submitted