

Poverty Exemption Check List #1

Please do not submit original documents as we must keep all documents submitted with the application.

- ☐ Poverty Exemption Application
- ☐ Copies (Front & Back) of Drivers Licenses / Photo ID
- ☐ Signed Federal Income Tax Returns (1040 or 1040a)
- ☐ Signed State of Michigan Income Tax Returns (MI-1040)
- ☐ Signed Michigan Homestead Property Tax Credit Claim (MI-1040CR)
- ☐ Signed Michigan Treasury Affidavit 4988 (if applicable)
- ☐ All W-2 Forms, 1099, 1099-A, 1099-C, 1099-INT, 1099-DIV, 1099-R, 1099-R, 1099-T Forms
- ☐ Social Security Benefit Statements
- ☐ Supplemental Security Income Statements
- ☐ Net Royalty or rental income- Rent Rolls & Ledgers
- ☐ Business income – Federal Schedule C, C-EZ, E or F
- ☐ Veterans 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: _____
- ☐ Adoptions Subsidy payments / Foster Care Payments – Annual Statement
- ☐ Inheritance distributions, proceeds of life insurance policy statements

The documents listed below are to assist you in the application process and are not all required to be submitted.

- ☐ 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)
- ☐ Bank/Credit Union statements for all accounts
- ☐ Household Expense statements, including credit card and debt payments
- ☐ Student grants, scholarships, financial aid, educational trust disbursement statements (1098T)
- ☐ Current year Mortgage verifications showing loan balance plus principal & interest amounts