

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