

ITEMS REQUIRED FOR ANNUAL RECERTIFICATION APPOINTMENT

- ✚ **All Adult Members:** All family members 18 years of age and older must accompany the head of household on the day of the scheduled appointment.
- ✚ **Income verification for all income** you receive. Examples are:
 - **Wage Statement from Employer:** This form available at the front desk or on the www.maconhousing.com website. Check stubs are sufficient; must provide the last 3 stubs.
 - **Social Security Benefits:** Award Letter or obtain print-out from SSA online.
 - **Veteran Benefits:** Obtain printout from local VA office.
 - **TANF Benefits:** Obtain printout from Department of Family & Children Services.
 - **Child Support:** Obtain printout from Child Support Recovery Unit (CSRU) or the form that is available at the front desk and on the website www.maconhousing.com
 - **Contributions:** This form is available at the front desk and website www.maconhousing.com
 - **Alimony (Common Law Spouse):** Must have verification.
- ✚ **Any other source of income (DONATIONS/SELF-EMPLOYMENT/UNEMPLOYMENT)** for the head of household or any family member must also be reported. This also includes weekly, monthly, or bi-monthly contributions made by an outside person. If Self-Employed as Hair Dresser or Baby Sitter, for example, must provide IRS Tax Forms.
- ✚ **Assets if you have any:** Certificates of Deposit (CDs), Checking Account Statement, Ownership (real estate, home, or land), any type of inheritance, any banking activity must be reported. All verification should not be more than 90 days old from the date of this letter.
- ✚ **Birth Certificates:** Must have proof of birth for all family members (certificates) being added to household.
- ✚ **Social Security Cards:** Must have proof of social security numbers for all family members.
- ✚ **Family Composition:** Must have adoption papers, and foster childcare papers.
 - **Childcare Expenses:** This is applicable only for working head of household parents with children under the age of 13. This form is available at the front desk and website www.maconhousing.com
 - **Elderly/Disabled Only:** Must have medical expense verification (form available at front desk), prescription drug expense verification (form available at front desk), health insurance premium, Medicare statement showing payments on behalf of the applicant, and disability verification (form available at front desk and website www.maconhousing.com).
 - **Student Status Verification:** Must have this verification if a family member is 18 years of age or older and a full-time student in high school, enrolled in college, university, vocational, or trade school. This form is available at the front desk and website www.maconhousing.com.

*All forms required where specified **MUST** accompany you at the interview **ALREADY** completed by the appropriate persons. Otherwise, you will not be seen and only one other appointment will be scheduled.*

PLEASE READ - *IF YOU ARE UNEMPLOYED OR SELF-EMPLOYED, PLEASE GO BY THE IRS AND GET YOUR TAX FILING STATUS FOR THE LAST FILING PERIOD**