

# PORTAGE



**BRENDAN CLANCY - TRUSTEE**

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Portage Indiana, 46368

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## Verification Form

Proper verification for ALL members of your household is required. We require documentation for the last 60 days, unless noted otherwise. Please have your paperwork out of the envelopes and stacked in the order listed below. This office reserves the right to reschedule the appointment if you are not prepared.

**Applicant Name:** \_\_\_\_\_

REQUIRED DOCUMENTS	OFFICE USE
<b>PROFILE INFORMATION</b>	
Indiana Driver's License and/or State Identification Card	<input type="checkbox"/>
Social Security Cards for ALL Household Members	<input type="checkbox"/>
Proof of Marital Status : Married, Separated, Divorced	<input type="checkbox"/>
SSA/SSI: Proof of Benefit; Eligibility Letter or Application	<input type="checkbox"/>
<b>FINANCES</b>	
Proof of Income for the last 60 days; <i>wages, unemployment, child support, TANIF, retirement pension, VA benefits, etc.</i>	<input type="checkbox"/>
Employment Separation	<input type="checkbox"/>
Unemployment Application, Decision, Appeal	<input type="checkbox"/>
Bank Activity; <i>Checking, Savings</i>	<input type="checkbox"/>
Food Stamp Eligibility Letter	<input type="checkbox"/>
Most Recent Federal & State Taxes; W-2's, 1099's, 1098's	<input type="checkbox"/>
Bankruptcy Petition	<input type="checkbox"/>

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REQUIRED DOCUMENTS, CONT.	OFFICE USE
<b>HOUSEHOLD EXPENSES</b>	
Nipsco Bill & Disconnect	<input type="checkbox"/>
Water Bill	<input type="checkbox"/>
Sewer/Trash Bill	<input type="checkbox"/>
Phone Bill; <i>Landline, Cell Phone, Prepay receipts</i>	<input type="checkbox"/>
Internet	<input type="checkbox"/>
Cable Bill	<input type="checkbox"/>
<b>SHELTER EXPENSES</b>	
Lease Agreement	<input type="checkbox"/>
Mortgage	<input type="checkbox"/>
Rent Receipt; showing last payment and balance due	<input type="checkbox"/>
Section 8/HUD	<input type="checkbox"/>
Eviction Notice	<input type="checkbox"/>
<b>EDUCATION</b>	
Tuition & Fees	<input type="checkbox"/>
Financial Aid	<input type="checkbox"/>
Current Semester Course Schedule	<input type="checkbox"/>
<b>OTHER</b>	
Car Insurance payments	<input type="checkbox"/>
Car Payments	<input type="checkbox"/>
Auto Repairs	<input type="checkbox"/>
Medical Expenses/RX	<input type="checkbox"/>
Time Contracts	<input type="checkbox"/>
Personal Loans	<input type="checkbox"/>
Garnishments	<input type="checkbox"/>
Child Care	<input type="checkbox"/>
Miscellaneous Receipts	<input type="checkbox"/>