



NORTHAMPTON HOUSING AUTHORITY

Important Documents to Bring to your Appointment

The following is a checklist of items that should be brought with you to your re-determination appointment for all household members 18 years of age and older.

Proof of All Income Sources

- A recent **Social Security or SSI benefits statement**. Call 1-800-772-1213 to obtain one if you do not already have one. They will send you one in a few weeks.
- A **current stub or statement** showing the gross amount and deductions for **pensions or annuities**. If no current stub or statement, the last annual statement of benefits.
- At least four, recent, consecutive **pay stubs** for employment income.
- A copy of the last-filed **income tax** forms with W-2s and 1099s and all attachments (including Schedule C **if self-employed**).

Proof of All Asset Sources

- Three, recent, consecutive statements (all pages) for verification of **checking, savings, money market, CDs, IRAs, and stock or bond accounts**.

Proof of All Applicable Deductions

- Print outs for any out-of-pocket expenses** that you and household members occurred for prescriptions and for doctors, dentists and/or HMOs within the last 12 months.
- For **medical premiums**, most recent statement and a canceled check.
- Child Care Expenses**, are deductible if used to allow the head-of-household to work or attend a school/training program. You must provide verification and canceled checks or receipts as proof of payments for child care.
- Student Status for household members 18 years old and up**: A full-time student age 18 and over must submit verification from the school he or she attends. If you are a full-time student, until the age of 25, your income while you are currently in pursuit of an undergraduate degree or enrolled in a diploma or certificate granting program, is not counted towards the household rent.

Emergency Contact Information

- Please bring name, address, phone number, and email address for individual(s) you would like to list for us to contact in the case of an emergency.

Vehicle Registration Information

- Please bring your registration, proof of insurance, and license so that we can update our file, this is now required annually.