



Scholarship Application Income Documentation Information:

Income documentation is required for all adults in the household and proof of dependents is required for children. Applicants will be asked for more information if not all household members are listed on the submitted documents.

Preferred Method:

- ❖ **Submit a copy of your 2025 1040 Federal Income Tax Return** with all household members listed. No other documents are required if it includes all household members and income sources. When submitting documentation, please block out all social security numbers and bank routing numbers.

If you do not file taxes alternate documents may be accepted:

- ❖ **Public Assistance Programs:** Include documents that list all household/family members or include a birth certificate for all listed dependents. If the benefit is not your only source of income, you must also provide those income source documents. We cannot accept screen shots of online accounts. The benefit letter must list your name, the benefit amount, and a recent date (we cannot accept an expired benefit letter).
 - **Temporary Assistance for Needy Families (TANF)**
 - **Social Security Income for Disability (SSI)**
 - **Developmental Disability Administration (DDA)**
 - **SNAP benefit letter.**
- ❖ **Unemployment Statement:** If you receive an unemployment benefit you may submit the benefit letter with the weekly breakdown of payments and when the benefit expires. If at any point in time your employment changes you are required to notify the scholarship office of your income change.
- ❖ **One (1) Month of recent paycheck stubs (2 months if you are part time):** Submit for all listed household/family members- 18yrs and older. A Birth Certificate for all listed dependents must be included with the application. If you have other income sources besides your paystubs, you must provide that documentation as well. Gross monthly income is used for eligibility calculations, before taxes/deductions.
- ❖ **Social Security Benefits Documentation:** (SSI or SSA-1099). If Social Security is not your only source of income (such as if you receive income from pensions, annuities, business income, etc.), a 1040 Federal Income Tax Return must also be submitted.
- ❖ **Full- time Student verification:** Adult students receiving financial aid may qualify for scholarship. Students must submit their class schedule, financial aid award letter, and documents for any other income sources to reflect the income status of the adult student listed on the application. This includes funding from sponsors and all funding provided from the university. If the student is claimed as a dependent (or is financially dependent-under 25yo typically), the parent(s)/guardian(s) must provide their 1040 income tax information and household size including the student to be considered.

- ❖ **Visiting from another country:** If you are a visiting professor/student we require copies of your Visa paperwork, and letters/agreements between you, the university, the US government, and your home country and your 2024 1040 if you file. You must declare ALL income sources including from your home country and from sponsors. All dependents must provide their visa paperwork as well.
- ❖ **Lack of Income Documentation:** If the adults in the household have no source of income, we require documentation of zero income. Please reach out to the scholarship office for help in this scenario.
- ❖ **Cash Worker:** If you are a cash worker and have no way to document your income sources, please reach out to the scholarship office.
- ❖ **Foster child:** Foster children can apply for scholarship as a household of one. Please provide foster care paperwork that lists both the foster parent and the foster child.
- ❖ **We do not accept W-2s, 1040 transcripts, previous years 1040 tax returns, bank statements, screen shots of online accounts, Apple Health cards, other benefit cards, or Utility discount bills.**

For questions, please contact scholarship.parks@seattleu.edu


Examples of Documents:

2025 1040 Tax document page 1 & 2

Block out social security numbers and bank routing numbers

TANF benefit letter

OLYMPIA
PO BOX 11699
TACOMA WA 98411-6699

 Washington State
Department of Social
& Health Services
Phone #
TDD/TDD #
Toll Free # 877-501-2233
Client ID # 123456789

05/04/15

BONNIE M CLIENT
826 TIPS00 LOOP S
RAINIER WA 98576-9745

Dear BONNIE M CLIENT

You will receive the following benefits:

	Begin Date	End Date	
Cash – Aged, Blind, Disabled Assistance (ABD)	05/04/15	04/30/16	
Basic Food Assistance (federal)	05/04/15	04/30/16	
	First Issuance	Second Issuance	Future Issuances
Cash – Aged, Blind, Disabled Assistance (ABD)	\$177.00	\$197.00	\$197.00
Basic Food Assistance (federal)	\$174.00	\$194.00	\$194.00

Your cash benefit will be available on day 1 of each month.

You must:

- Apply for Supplemental Security Income (SSI) if you meet SSI citizenship requirements.
- Cooperate with chemical dependency treatment if you are assessed as dependent on drugs or alcohol.

Your food benefit will be available on day 7 of each month.

We will add your benefits to an Electronic Benefits Transfer (EBT) account.

DSHS Has Two Food Programs

DSHS has a federal food program called Basic Food. To receive federal Basic Food benefits, you must meet all federal rules, which require U.S. citizenship or certain alien status. 7 CFR 273.4

This letter includes begin date, end date, adult's name, benefit amount)

This benefit letter does not list the dependent children in the household. Birth certificates or other proof of dependency are therefore required.