



Income Documentation Requirement List:

Income documentation is required for all adults in the household and proof of dependents is required for children.

Preferred Method:

- ❖ Submit a copy of your 2023 1040 Federal Income Tax Return with all household members listed. If you can provide this document no other documentation is required. Please block out all social security numbers and bank routing numbers if submitting via mail or email

If a 1040 Tax Return is NOT filed 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.
 - **Temporary Assistance for Needy Families (TANF)**
 - **Social Security Income for Disability (SSI)**
 - **Developmental Disability Administration (DDA)**
 - **SNAP benefit letter.**
- ❖ **One (1) Month of recent paycheck stubs before taxes** 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.
- ❖ **Social Security Benefits Documentation** can be accepted (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.
- ❖ **City of Seattle Utility Discount** program qualification – submit a copy of your utility statement for 50% scholarship level. This can be submitted to qualify the listed person on the statement only. NOTE: A birth certificate for all listed dependent children must be included in the application. If there is a second adult in the household, we require income documentation for that individual as well.
- ❖ **Full- time Student verification:** Students receiving financial aid may qualify for 50% scholarship level. 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 and do not file a 1040 tax document with the US government we require copies of your Visa paperwork, and letters/agreements between you, the university, the US government, and your home country. 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.
- ❖ **We do not accept W-2s, 1040 transcripts or previous years 1040 tax returns.**