



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF THE CHESAPEAKE OPEN DOORS CHECK LIST

FEDERAL TAX RETURNS - We accept any of the following:

- 1040**, we need the first two pages
- 1040EZ**, we need the first page
- If you are self-employed, we need the **1040** and **Schedule C Profit and Loss** form

*If you haven't filed taxes for last year yet, we can accept your tax return from the previous year. If you haven't filed taxes in two or more years, you do not have to show your tax returns.

PROOF OF INCOME

- If you are **NOT** providing tax papers, we need the last 30 days pay stub for every **adult working in the household**. We can also accept online printouts of your pay stubs or a copy of your bank statement if your paycheck is direct deposit.
- If you get **paid cash** we need a letter from your employer stating how much you make.
- If you **don't work** and are receiving help from family, friends, or anyone else we need to have a letter from them stating how much money they provide to you.
- If you receive **Social Security, Survivor Benefits, Disability or SSI**, we need the award letter that states how much you receive monthly or annually.
- If you receive **Unemployment**, we need the letter or printout with the amount printed on it that you receive monthly.
- If you receive **Child Support**, we need something from Child Care Administration that shows the amount. A printout from the site is acceptable.
- If you receive **TCA, Food Stamps** we need the award letter from Social Service stating how much you receive. **We cannot accept your card as proof!**
- If you are a **foster parent**, we need the letter that shows the amount of your stipend.

If you have any questions, please call Ivy Sherwood at 410-822-0566 or email her at isherwood@ymcachesapeake.org