

OPEN DOORS CHECK LIST

WE DO NOT ACCEPT W-2's

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 your 1040 plus your **Schedule C Profit and Loss** sheet.

*If you haven't filed taxes for last year yet we can accept the one for the year before.

*If you haven't filed in two years you do not have to show your taxes.

PROOF OF INCOME

If you are **NOT** providing tax papers we need the **last 30 days pay stubs for every adult working in the household**. We can also accept online print outs of your pay stubs or a copy of your bank statement if it's 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 help you with.

If you receive **Social Security, 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 print out with the amount printed on it.

If you receive **Child Support** we need something from Child Care Administration that shows the amount. A print out from the site is accepted.

If you receive **TCA, Food stamps** we need the award letter from Social Service stating how much you receive. **We can not 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 you may email me at isherwood@ymcachesapeake.org