

2011 AND PRIOR YEARS - CHECKLIST FOR DETERMINING HOUSEHOLD INCOME

For the items below, enter the total amounts for the year, not the monthly amounts. Include both taxable and nontaxable income; gifts of cash and all payments made on your behalf must be included in household income. Remember to keep this copy with your tax records/documentation for the appropriate year.

- Wages, salaries, tips, sick, strike or Sub pay (attach copies of all W-2's)
• All interest and dividend income (including nontaxable interest income)
• Net business, royalty or rent income (including self-employment)
• Retirement pension, annuity benefits, IRA and deferred compensation distributions (attach all 1099R's and W-2's)
• Net Farm Income
• Capital gains less capital losses (include nontaxable gain from sale of home)
• Alimony and other taxable income reported on your federal 1040
• Awards, prizes, lottery, bingo or gambling winnings
• Social Security, supplemental security income (SSI), railroad retirement benefits and RSDI benefits received by you, your spouse or minor children (attach statements)
• Child support and foster parent payments (provide legal documentation)
• Unemployment compensation and trade readjustment allowances (TRA) benefits
• Other nontaxable income. (e.g. inheritance or proceeds of a life insurance policy on the death of the insured excluding spouse.) Describe:
• Gifts of cash or goods received and all payments made on your behalf by relatives, friends and/or other individuals. (e.g. rent, taxes, utilities, medical expenses, tuition, etc.)
• Scholarships, grants, and G.I. Bill benefits (attach statements, including 1098T)
• Worker's Compensation, Veterans' disability compensation and/or pension benefits
• FIP and other DHS benefits (do not include food assistance)

Subtotal: add all lines above .....LINE A

Other adjustments from your federal return. Describe:
Medical insurance or HMO premiums you paid (attach statements)

Subtotal: add the 2 lines above.....LINE B

Household Income: Subtract line B from line A.....

Does this total provide you with enough income to meet basic yearly living expenses such as rent or house payment, utility costs and food? If not, then you might be relying on support from other sources to meet your basic needs and those sources should be included in your household income. Review the items in the first section of the checklist for accuracy and then review any information you might add to the section below for possible additions to household income.

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If you share your dwelling with others who helped pay rent, property taxes and/or other expenses, use the chart below to show their share of expenses. If you have amounts for items D (amount paid towards rent) and/or E (other expenses) below, include them in the section above as "gifts of cash or goods received and all payments made on your behalf by relatives, friends and/or other individuals". Recalculate the checklist again to determine your new Household Income.

A. Name (First, Middle Initial, Last)	B. Relationship to you	C. Number or months lived in your home	D. Amount paid towards rent (if any)	E. Amount paid towards other expenses (if any)

How did you meet those expenses that you did not have income to cover? (Loans, savings, credit cards, etc.) Submit supporting documentation. (e.g. 1098T, loan statements, bank statements, etc.)

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