

INCOME VERIFICATION FORM
FAMILY ACCOUNT NUMBER: _____

*****YOU MUST SEND PROOF OF ALL INCOME TO GET HEALTH BENEFITS*****

Earned Income is money received for doing a job. Send proofs of income for all family members for the last four weeks: include pay dates. Complete each space below. If you have more than one job, list each job in a new row. If a family member is not employed, it is important to check "No". See Checklist for details on what proofs of income you need to provide.				
Family Member Name	Is this family member employed?	Employer Name	Is income from self-employment?	Did you include proof of income? (proof is required)
	☐ Yes ☐ No		☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No		☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No		☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No		☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No		☐ Yes ☐ No	☐ Yes ☐ No

Unearned Income is money provided by a government program, such as Unemployment or Social Security. If no one in your family has unearned income, write "None" in each column. See Checklist for details.					
Family Member Name	Monthly Unemployment Income	Monthly Social Security Income	Monthly income from other source (Please Specify)	Monthly income from other source (Please Specify)	Did you include proof of income? (proof is required)
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No

Deductions are things that you pay for that can be deducted on a federal income tax return. This could reduce your monthly payment. See Checklist for details.					
Family Member Name	Alimony Paid	Student Loan Interest Paid	Other Deductions Paid	How Often	Did you include proof of deductions?
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
Please write your Family Account Number on all documents you send					

This checklist shows what papers you need to send. You must send proof of ALL income to get health benefits. This includes both earned and unearned income. *Send copies only. Do not send original papers.*

Important: Write your Family Account Number on all pages.

Proof of Earned Income

Earned income is money you get for doing a job. Send one proof:

- ☐ **Paycheck stubs.** Send four (4) consecutive paycheck stubs if your employer pays each week. Send two (2) consecutive paycheck stubs if your employer pays every two weeks or once per month. **Pay stubs must show gross income and pay dates.** Gross income is income before taxes. Pay stubs must show your name and your employer's name.

OR

- ☐ **Letter on company letterhead.** The letter must state the amount paid (gross income) and how often it is paid. The letter must be dated. An officer of the company must sign the letter. This is someone with a title such as Human Resources Manager/Generalist, Treasurer, Secretary, Supervisor, or Manager.

OR

- ☐ **Federal tax return.** Include all schedules used to show Adjusted Gross Income. Send both federal tax returns if your family filed taxes under more than one name.

OR

- ☐ **Self-employment form.** The form enclosed must be completely filled out. If you do not have the form enclosed, call 1-877 GA PEACH (427-3224) to ask for one. The call is free.

OR

- ☐ **Scholarships, Awards, and Fellowship Grants.** Send the last Financial Award letter from the Educational Institution or Electronic Print Out from Lender site that includes name, dates, amount.

Proof of Unearned Income

Unearned income is money you get from the government, not from your job or self employment, or from another source. Send these papers:

- ☐ **Social Security Income.** Send the most recent award letter.
- ☐ **Unemployment Compensation.** Send the last four weeks of pay stubs or the award letter.
- ☐ **Pension Retirement Benefits, Stock or Bond Dividends.** Send the last pension or stock dividend award letter.
- ☐ **Net Farming or Fishing Income.** Send Self-Employment Worksheet (Applicant/Recipient's statement), Federal Tax Return 1040, or Business Records.
- ☐ **Net Rental or Royalty Income.** Send Self-Employment Worksheet (Applicant/Recipient's statement), Federal Tax Return 1040, or Business Records.

Deductions

Deductions are things that you pay for that can be deducted on a federal income tax return. Provide the amount for the following:

- ☐ **Alimony**
- ☐ **Student Loan Interest**
- ☐ **Other deductions**

Remember to:

- ☐ Complete the form.
- ☐ Write your name and **Family Account Number** on all papers.