



8865 Natural Bridge Rd
St. Louis, Missouri 63121

Section Eight Return Checklist for Walk-in Interview

Below are items needed for verification of your income and assets. You must bring all items, which apply to you and your family. **Only letters will be accepted as verification and must be on original letterhead and NOT older than 30 days.**

1. Birth certificates for **ALL** family members. Photocopies are not acceptable.
2. Social Security Card for **ALL** adults and minors in your household.
3. Picture identification for you and all adult members of the household. Photocopies not acceptable.
4. Copy of marriage license or divorce decree.
5. Letter from Social Security stating amount received each month. (Can be obtained by calling 1-800-772-1213) or online at www.ssa.gov.
6. Letter from Veterans Administration stating amount received.
7. Letter from Pension Fund stating amount received.
8. Letter from Division of Family Services stating amount of cash assistance.
9. Statement of Unemployment benefits.
10. Letter from employer stating gross salary, date of hire, rate of pay, number of hours worked per pay period, overtime and/or commission.
11. Last three original three (3) check stubs.
12. Self-Employed Head of Household /family member, your income and expense records used to file with the IRS.
13. **NOTARIZED** letter from source of child support, or 12 month printout for each case number.
14. Letter stating amount of any education grant or work-study. If adult dependent is a full time student, submit a letter from attending school reflecting status. For colleges, the letter must state number of credit hours.
15. Most recent checking and savings account bank statement.
16. Letter from brokerage firm or mutual fund indicating the number of shares, current value of stocks and dividend per share. A copy of the stock may be brought in instead of letter.
17. Provide documentation on all assets over \$5000 including current rate of interest.
18. Letter from mortgage lender stating value of property currently held/sold and the balance owed on the mortgage.
19. **NOTARIZED** letter from private babysitter indicating the amount you pay for childcare.
20. Letter from daycare on letterhead indicating the amount you pay for childcare.
21. Statement of medical insurance premiums paid by you and/or proof of unreimbursed medical expenses (elderly/disabled only).
22. **NOTARIZED** letter if someone outside your household gives you money to assist you with your bills or household necessities.

NOTE: Everyone 18 years of age or older living in your household MUST attend the meeting with you and supply verification from the list that applies to him or her.