

CENTER TOWNSHIP TRUSTEE, VANDERBURGH COUNTY

2900 N. FIRST AVENUE EVANSVILLE, IN 47710 PH (812)435-5502 FAX (812)435-5074

DOCUMENTS NEEDED TO COMPLETE AN APPLICATION OR UPDATE

- _____ 1. **PROOF OF ALL HOUSEHOLD INCOME FOR THE LAST 30 DAYS.**
(Check Stubs, Bank Direct Deposits, Child Support, Social Security Disability, Social Security Income, Pensions, Unemployment & any other source of income)
***NO INCOME CLIENTS** will be asked to provide a letter of dismissal from employer, sign a WorkOne Wage Inquiry release and/or provide proof of how you are paying your bills.
WORK SEARCHES – MAY BE REQUIRED TO RECEIVE FURTHER ASSISTANCE
****CHILD SUPPORT PRINTOUT** – We will provide you with a form to obtain proof of payments and / or non-payments. PLEASE NOTE: If you currently do not have an open child support case you may be required to file for child support and / or TANF within 30 days of completed application.
*****DISABILITY PENDING CLIENTS** will need to provide proof of pending Disability and/or appeal of the case.
- _____ 2. **ELECTRIC / GAS BILL** – (Most recent bill)
- _____ 3. **WATER BILL** – (Most recent bill)
- _____ 4. **HOUSING EXPENSE** - (Current lease, rent receipt, mortgage statement and/or statement from landlord)
- _____ 5. **BANK ACCOUNT TRANSACTIONS FOR THE LAST 30 DAYS** – (Needs to be a FULL 30 days of transactions for ALL accounts) **NO BANK STATEMENTS ACCEPTED.**
***INCLUDING CASH APP, PAYPAL, CHIME, DIRECT EXPRESS, VENMO AND ANY OTHER ACCOUNTS YOU MAY HAVE.**
- _____ 6. **MEDICAL INSURANCE CARDS FOR EACH MEMBER OF THE HOUSEHOLD.**
(Medicaid, Medicare, Humana, HIP, Employer Based Health Care and/or any other medical insurance cards for each member in the household)
- _____ 7. **SOCIAL SECURITY CARDS FOR EACH MEMBER OF THE HOUSEHOLD.**
- _____ 8. **VALID PICTURE ID FOR EACH MEMBER OVER THE AGE OF 18.**
(Current State ID, Driver's License, Military ID and/or Passport)
- _____ 9. **FOOD STAMP CARD**
(If there is more than 1 case in your household we will need ALL cards)
- _____ 10. **FOOD STAMP CASE NUMBER**
(If there is more than 1 case in your household, we will need ALL case numbers)

** If you have applied for food stamps and are pending please provide proof of applying.

ATTENTION CLIENTS: YOU WILL BE REQUIRED TO SUBMIT A COPY OF YOUR MOST RECENT TAX RETURN. THESE TAXES SHOULD BE FOR EACH MEMBER OF THE HOUSEHOLD WHO IS REQUIRED TO FILE A RETURN AND MUST BE FOR THE PREVIOUS FILING YEAR.

PLEASE NOTE: ALL MEMBERS OVER THE AGE OF 18 MUST BE PRESENT TO SIGN THE APPLICATION & YOU MUST CALL TO SCHEDULE AN APPOINTMENT TO COMPLETE AN APPLICATION OR UPDATE!!