



ACES Income Verification Required Documents

The ACES income verification process can take up to 30 days to complete once we have received all required documentation.

The following income documentation is required for all working household members who are over 18.

1. Employment Income

- Recent pay stubs for the last 30 days (must represent monthly income).

If you don't have paystubs, please provide a written explanation of why you cannot send in paystubs and a copy of the most recent federal tax return (Form 1040 or 1040A) or a W-2 from the most recent year.

2. Self-Employment Income

- Income tax return (Schedule C) for the most recent year.

If the most recent year tax return (including schedule C) is not available, please provide a written explanation of why it is unavailable and provide alternate documentation of self-employment incomes to be considered by the Program.

3. Retirement Income

- A recent letter or document showing the gross monthly amount for the current year.

4. Social Security/Disability Benefits Documentation

- A recent benefits statement from the Social Security Administration (SSA) that shows the gross monthly benefit amount for the current year.

5. Unemployment Benefits Documentation

- A letter or award notice detailing unemployment benefits, including the amount and frequency of payments.

6. Rental Income

- Income tax (Schedule E) for the most recent year.

7. Investment income

- Income tax (usually Schedule B) or end of year tax document or other document showing total investment income.