

HEOP Financial Documents List



1. Work Income

Copies of tax return transcripts from the IRS for the years 2020 and 2021. You can request tax return transcripts online by going to <http://www.irs.gov/Individuals/Get-Transcript>

2. Social Security

All 1099 forms for 2021 received from the Social Security Administration for each person in the household who received these benefits.

3. Supplemental Security Income (SSI)

Statement from Social Security Administration listing total amounts. Received in 2021 by all family members.

4. Copy of annual pension payments.

Parent(s) must submit the 1099-R statement showing the amount that they receive from their pension.

5. Public Assistance/Food Stamps

Documentation from Social Services agency of total benefits received in 2021 by all family members.

6. Ward of the State/Foster care.

Letter from the foster care agency.

7. Child Support.

A signed statement from parent (s) of total amounts received in 2021. Complete and notarize the receipt or non-receipt of the child support form.

8. No parent(s) tax return filed.

Request IRS tax return transcript for years 2020 and 2021. The IRS will send you a letter you did not file. Bring that letter to HEOP as proof of a tax non-filer. <http://www.irs.gov/Individuals/Get-Transcript>

9. No student tax filed.

If the student did not file taxes they must fill out the Student Non-Filer's Tax forms included with this application and have it notarized.

10. Section 8/NYCHA Housing.

Documentation from the Section 8/NYCHA Departments.

11. Other income.

A signed statement from parent (s) of total amounts received in 2021 from any other source not listed above.