

# HEOP Financial Documents List



## **1. Work Income**

*Copies of tax return transcripts from the IRS for the years 2023 and 2022. You can request tax return transcripts online by going to <http://www.irs.gov/Individuals/Get-Transcript>*

## **2. Social Security**

*All 1099 forms for 2023 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 2023 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 2023 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 2023. 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 2022 and 2023. 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 2023 from any other source not listed above.*