Additional Documentation for Special Situations:

- If you are divorced or separated, you must provide legal documentation validating your marital status.

- If you are married and filed separate tax returns, you must provide the most recent federal income tax return for you <u>and</u> your spouse.

- If you or any adult in your household did not file a tax return in the most recent tax year, you must include a letter from the U.S. Internal Revenue Service (IRS) certifying that they have no record of you/they filing a tax return and provide a reason why no federal taxes were filed. Obtain this form and all other tax-related transcripts at no cost from the Internal Revenue Service (IRS) at https://www.irs.gov/individuals/get-transcript or call 800-908-9946.

- If you have a newborn child who was not listed on your Federal income tax return, you must provide a copy of the child's birth certificate.

- If a dependent is 18 or older, you must verify whether they are a student or working. If they are working, you must also provide copies of their two most recent pay stubs from their employer, W2s and most recent income taxes. (Self-prepared taxes are not acceptable. You must get an IRS transcript.

- If you are a full-time student, or if any of your dependents is over 18 and a full-time student, you must provide a current school transcript or a class schedule. A student identification card will not be accepted.

- If you have an adult relative such a parent that you are claiming on your taxes as your dependent, you must provide a Verification of Non-Filing Taxes (Form 4506-T). Obtain this form and all other tax-related transcripts at no cost from the Internal Revenue Service (IRS) at https://www.irs.gov/individuals/get-transcript or call 800-908-9946.

- If your recently moved and your income taxes do not show your current address, provide either a copy of your driver's license showing your new address, or a rental lease or utility bill.

- Any other income statements such as Social Security, SSI, Child Support, Alimony, etc.