Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **⃝ Check if no State Funds** **used**

Asset Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Participant Eligibility**  **General Verification Checklist** | **In File** | **Staff** | **Comments** |
| 1. IDA Participation Application (complete with signatures) |  |  |  |
| **VERIFICATION OF *CURRENT* EARNED INCOME** |  |  |  |
| 2. Current paystub of applicant (last 30 days) |  |  |  |
| 3. Self-Employment verification of applicant |  |  |  |
| **VERIFICATION OF HOUSEHOLD INCOME** (needed for **ALL EARNING** members of household) |  |  |  |
| 4. Tax return (most recent) **-OR-** |  |  |  |
| 5. Pay stubs (3 most recent months) |  |  |  |
| 6. CRS filings (most recent) |  |  |  |
| 7. Self-Employment verification (12 month estimate of income) |  |  |  |
| **HOUSEHOLD NET WORTH VERIFICATION** (needed for **ALL** members of household) |  |  |  |
| 8. Current checking account statements |  |  |  |
| 9. Current savings account statements |  |  |  |
| 10. Current Kelley Blue Book value of **ALL** household vehicles   (http://www.KBB.com/whats-by-car-worth/) |  |  |  |
| 11. Business valuation worksheet (if applicable)  (http://www.calcxml.com/calculators/business-valuation) |  |  |  |
| 12. Current statements for retirement funds, investments, bonds, etc. |  |  |  |
| 13. Verification of **ALL** household liabilities |  |  |  |
| **VERIFICATION OF NM RESIDENCY** (provide **1** from the following list) |  |  |  |
| 14. Utility bill in applicant’s name |  |  |  |
| 15. Tribal Registration card |  |  |  |
| 16. Voter registration card |  |  |  |
| 17. Rental/lease agreement in applicant’s name |  |  |  |
| 18. Social services statement in applicant’s name |  |  |  |
| **VERIFICATION OF CITIZENSHIP** (provide **1** from list) |  |  |  |
| 19. Tribal Registration card |  |  |  |
| 20. U.S. passport |  |  |  |
| 21. Birth certificate |  |  |  |
| **VERIFICATION OF AGE** (provide **1** from list) |  |  |  |
| 22. State I.D. |  |  |  |
| 23. Birth certificate |  |  |  |
| 24. Passport |  |  |  |
| 25. Tribal Registration card |  |  |  |
| **RECOMMENDED BEST PRACTICES – GET COPIES OF:** |  |  |  |
| 26. Photo I.D. (current) |  |  |  |
| 27. Social Security card |  |  |  |