

## Income Review

**As part of reviewing your income, the total gross income of all Applicant(s) and Occupant(s) in your household will be reviewed. Please note the following items:**

1. The information on the Household Composition Certification form must be verified by you (the head of household) and must include all persons residing your home. Failure to report all occupants could result in the termination of your membership.
2. Each person eighteen (18) years of age and older:
  - Fill out a Verification Checklist (any additional checklists needed can be obtained from the Office).
  - Verify all incomes by supplying a copy of each persons most recent Federal Income Tax Return "THE DEADLINE DATE WILL NOT BE EXTENDED IF YOU FILE AN EXTENSION WITH THE IRS"
3. If you or your occupants do not file a Federal Tax Return or have an income that does not appear on a Federal Tax Return, you must provide documentation of that income. For example:
  - Social Security: The Year End Form SSA-1099 Social Security Benefit Statement (shows last years income) or the Social Security Benefit letter detailing the monthly income amount (this includes money paid to an adult for a minor).
  - Wages (only for those that did not file federal taxes last year): Proof of hire date and a current paycheck stub that shows gross year-to-date earnings.
  - Child Support: A printout of last year's income or a document stating the current child support amount.
  - Pension and other retirement income: Statement of monthly benefit amount.
  - Self-employed: A copy of the Schedule C Income Tax Form along with your Federal Income Tax Return.
  - Adoption and Foster Care subsidy (copy of a check stub, contract, etc.).
4. If your total household income exceeds the maximum income limit, a 10% surcharge will be added to your monthly carrying charge amount. Below is a table of the 2019 maximum allowable income before a surcharge would be assessed:
5. Once you have become a Member, you will be required to complete an annual income review. The total gross income of all Member(s) and Occupant(s) in your household will be reviewed.

| 1 person | 2 people | 3 people | 4 people | 5 people | 6 people | 7 people |
|----------|----------|----------|----------|----------|----------|----------|
| \$51,100 | \$58,400 | \$65,700 | \$72,950 | \$78,800 | \$84,650 | \$87,580 |

**\*These income limits are subject to change each year\***