



## Required Documents and Examples of Verification

When applying for assistance for many of the programs supported by The Benefit Bank® of North Carolina, original verification is needed. The following is a list of documents that may be needed when completing an application.

### Proof of Income:

- Current Pay stubs or Wage Receipts from last 30 days, or non work related income (government assistance, etc.)
- Dated and signed letter from employer verifying rate of pay, hours worked per week and pay schedule
- Proof of Self Employment

### Proof of Recent Expenses:

- Utility Bill (gas, electric, telephone, water, sewer, trash)
- Current Lease Agreement or Rent Receipt
- Mortgage Receipt, Contract or Mortgage Payment Book
- Housing Assistance Award Letter
- Signed acknowledgement from person providing shelter, advising of amount paid in rent and utilities
- Any unpaid medical bills from the previous 3 months
- Bill or receipt from Daycare or Childcare provider

### Proof of Identification:

<ul style="list-style-type: none"> <li>• Driver's License</li> <li>• State-Issued Identification Card</li> <li>• Work ID Badge</li> <li>• Current Report Card</li> <li>• Shot Records</li> </ul>	<ul style="list-style-type: none"> <li>• US Passport</li> <li>• Picture ID</li> <li>• Library Card</li> <li>• School ID Card (with picture)</li> </ul>
--	--

**(More Information on Reverse Side)**

### **Proof of Citizenship:**

<ul style="list-style-type: none"><li>• Original Birth Certificate</li><li>• Birth Records/Maternity Discharge Papers</li><li>• Citizenship Letter</li></ul>	<ul style="list-style-type: none"><li>• Green Card</li><li>• USCIS Visa</li><li>• Marriage Certificate</li></ul>
--	--

### **Proof of Social Security Number:**

<ul style="list-style-type: none"><li>• Social Security Card (original or copy)</li><li>• Printout from Social Security Administration</li></ul>	<ul style="list-style-type: none"><li>• Current Social Security Disbursement Award Letter</li></ul>
--	---

### **Miscellaneous Verification:**

- School attendance records
- Adoption or custody paperwork
- Letter or record from doctor or clinic verifying pregnancy and number of fetuses