

ENERGY ASSISTANCE **CLIENT CHECKLIST**

This serves as a Quick List of items that applicants are responsible for providing, along with their completed application.

- **Application:** Ensure **ALL** highlighted areas are complete; the application is signed and dated.
*Initial, check day or night time re-connection fee, and sign the 3rd page TPU Disclosure form (this applies to utility service connection).
- **Secondary Applicant(s):** If more than 1 adult in household; we collect their information as well to include their valid ID. If client(s) have a child that is 18 years of age, residing within their home and is still in school, we will request a copy of their student ID (if they have).
- **Picture ID:** Picture ID is required for **ALL** household members age 18+ (ex. Driver's License, Passport Id, Department of Corrections ID, Tribal ID, Military ID, State ID).
- **Social Security Cards:** **ALL** clients must have a SS card, or ITN number (can accept W-2, SS Documentation, or Receipt from SS in lieu of card).
- **Income Verification:** **ALL** paystubs are required (payroll dates are NOT actual pay dates). Only GROSS INCOME for **ALL** earned income is accepted.

***Earned Income:** At least the previous 1 month paystub of actual pay dates, from the date of the application (ex: application is signed and dated in May, then we would need to collect April's paystubs)

***Fixed Income:** TANF, Refugee Assistance, GA/GAU (can be verified through DSHS or can take the current award letter). SSI, SSA, SSP, Retirement, Pension, etc., WILL NEED AWARD LETTER showing the monthly amounts received.

***Child Support:** Printout from the Division of Child Support enforcement agency needs to be from the first of the month to the end; (ex: if the date of application is in May, then the printout needs to show pay dates from Apr 1st to Apr 30th)

***Unemployment:** **ALL** paystubs for the weekly benefit amount OR a printout for the previous month (of the application date) from the Unemployment Office

***Self/Rental Employment:** Account ledger of monthly income, bank statements for business showing the deposits

- **Utility Bill:** Applicant provides a copy of their current utility bill either in their name or the secondary's name, or BOTH. (Tacoma Power or Puget Sound Energy)