

# Your Texas Benefits Checklist

## Proof of Identity

Any of the following for all members of your household

- Current State-Issued ID Card
- Current State-Issued Driver's License
- Current Passport
- Current Military ID (form DD-2)

Have available for all household members

- Social Security Number Card

If you are a US Citizen, please include one of the following (if providing a US Passport for ID, you do not need to provide additional documents from this section.)

- US Birth Certificate
- Hospital Record of Birth
- Medicare Card

If you or anyone in your household are not a US Citizen, please include one of the following

- Resident Card (I-551)
- Arrive/Departure form (I-94)
- Papers from the US Citizenship & Immigration Services - Front and Back
- Certificate of Naturalization

## Proof of Residence

If you live at the current address listed on your current ID, no additional proof is needed.

Otherwise, include one of the following.

- Utility Bill
- Rent Receipt
- Letter from Landlord (not a relative)
  - must include Landlord's name, address, phone number, and signature.
- Recent rent payment checks/check stubs
- Recent Statement from Mortgage Bank

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# Proof of Income

Provide all that apply

- Veterans benefit Award Letter or Pay Stubs
- Work's Compensation Award Letter or Pay Stubs
- Unemployment Award Letter or Pay Stubs
- Social Security Award Letter or Pay Stubs
- Supplemental Security Income (SSI) Award Letter or Pay Stubs
- Pension Benefits Award Letter or Pay Stubs
- Last 3 Employment Pay Stubs or Paychecks
  - A statement from your employer may be substituted. Must include employer's name, address, phone number, and signature
- Self-employment records
- District Clerk Record for Child Support Payments such as divorce decree or court order
  - A statement from the parent who pays child support may be substituted. Must include parent's name, address, phone number, and signature of the parent who pays.
- District Clerk Record for Alimony Payments such as divorce decree or court order
- Most Recent Tax Return
- Financial Gifts (includes anyone paying bills for you)
  - Statement from the person giving you money or paying your bills must be included along with the person's name, address, phone number, and signature.
- Interest or dividend statements
- Farming or Fishing Income Statements
- Royalties Statements
- Any other income received.

## Notes:

Make notes here with any questions or concerns you have about your documentations

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# Proof of Expenses

Provide all that apply

- Loans, statements, and/or agreements
  - Also include any loan agreements that are between individuals. A signed statement from the loan provider must include their name, address, phone number, and signature.
- Rent/Mortgage expenses
  - Could be recent checks, check stubs, mortgage statements, or landlord statements. Landlord statements must include the landlord's name, address, and phone number.
- Dependent Care Expenses, receipts, or a signed statement from the person you pay.
  - Signed statements must include the person's name, address, and the amount paid
- Court Papers that show required child support pay such as divorce decree, court order, etc.
- Unpaid Medical Expenses
  - If you have incurred medical expenses over the past three months include all billing statements from all health care providers.
- Insurance Expenses (auto insurance, renter's insurance, homeowner's insurance, etc.)
- Expenses for caring for someone with disabilities or adults who need help caring for themselves, such as receipts, statements, bills, etc.

## Other Documentation

- Most current bank account statements (if you have a bank account)
- Your username and password for [YOURTEXASBENEFITS.COM](http://YOURTEXASBENEFITS.COM) if you already have one.
- Access to a valid email account
- Health Insurance Card (if applicable)
- (ONLY FOR TANF APPLICATIONS) Proof of a child (or children) living with you
  - A signed statement from a landlord or neighbor (not a relative) including their name, address, and phone number
- (ONLY FOR TANF APPLICATIONS) Mother & Father information of each child including social security numbers, birth dates, phone numbers, mailing addresses, employers, etc.
- (ONLY FOR TANF APPLICATIONS) All vehicle information including owner (first, middle and last names) make, model, year, money owed on vehicles, etc.

*See you soon!*

**Contact:**

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