**Checklist for Fuel Assistance Documentation\***

* Photo ID from Head of Household
* Proof of citizenship such as passport or birth certificate
* A bill containing homeowner’s name and **street address**
* Most recent Ever Source bill
* Most recent utility bill associated with heat
* Most recent utility bill for secondary heating source, if applicable
* If a tenant: Proof of tenancy through copy of lease or receipts from three month’s rent
* If a home owner: Mortgage statement and homeowner’s insurance statement
* Social Security Statement
* W-2s, 1099s
* Most current tax returns (applicants applying in April will need previous year’s tax return)
* If person has ever received unemployment while on fuel assistance, a document from unemployment giving current status

\*additional documents may be needed under certain circumstances