

Request for Additional Information – Documentation List

This chart shows the most common sources of income. Pick the document that best applies to you and send it to us. Only send in copies. Keep any original documents.

Note: If you miss the due date, you may lose your insurance or receive less help paying for your coverage.

You must report *all* income for your household. This includes income for household members who are not applying for coverage. If proof of income is requested for a child, please send in proof of income for parent/caretaker(s).

If you receive...	Then, send us one of the following documents.
Income from a job	<ul style="list-style-type: none">• If you get paid on a regular basis: Pay stubs or payroll summary, showing employer name, employee information, pay date or pay period, and gross pay for the four (4) weeks prior to date on this notice• If you do not get paid on a regular basis: Pay stubs or other documentation of your most recent income. If documents are not from the four (4) weeks prior to date on this notice, tell us why. Be sure to sign and date your explanation.• Letter from employer, signed and dated, showing company contact information, rate of pay, number of hours worked per week, and time period of employment
Self-Employment Income	<ul style="list-style-type: none">• Filed 1040 tax return, signed and dated, from the previous year if representative of attested income. Note: Tax Schedules alone are not acceptable.• Detailed records of business earnings and expenses (e.g., business bank account records, invoices, checks) for the last three (3) months• Business pay rolls and records (e.g., profit and loss statements, balance sheets from accounting software, Excel or Word documents detailing income/expenses) for the last three (3) months
Rental Income	<ul style="list-style-type: none">• Filed 1040 tax return, signed and dated, from the previous year if representative of attested rental income• Rent checks or rental payment receipts• Current lease• Signed letter from tenant with monthly rent amount
NYS Unemployment Benefits	<ul style="list-style-type: none">• Award letter/certificate• Monthly benefit statement from NYS Department of Labor• Official Record of Payment History form NYS Department of Labor• Printout of payment information from NYS Department of Labor's website• Letter from NYS Department of Labor with reason for your denial

Social Security Retirement Benefits

- Award letter/certificate dated within the last year
- Annual benefit statement (SSA-1099)
- Correspondence from the Social Security Administration with your award status (denied, award amount, still pending)

Social Security Disability Benefits

- Award letter/certificate dated within the last year
- Annual benefit statement
- Correspondence from the Social Security Administration with your award status (denied, award amount, still pending)

Additional Income

- Filed 1040 tax return, signed and dated, from the previous year if representative of attested income
- Alimony Received: Court order stating alimony amount or signed statement from individual providing alimony with amount and frequency
- Rental, R-E, royalties, partnerships, S-Corps, trusts: Rent checks or rental payment receipts, current lease, signed letter from tenant with monthly rental amount, royalty checks, or financial record of payment from trusts
- Taxable Interest/Tax Exempt Interest: Form 1099-INT
- Ordinary/Qualified Dividends: Form 1099, Form 1065 or 1120S, or letter from the financial institution with dividend amount
- Capital Gains Distributions and Losses: Form 1099, Form 894, or letter from the financial institution with distribution or loss amount
- IRA Distributions/Pensions Annuities: Form 1099-R or documentation of the distribution amount from the financial institution
- Taxable Refunds, Credits or Offsets of State and Local Income Taxes: 1099-G
- Business Income or Loss (e.g., Form 1040 Partnership Schedule K, Sole Proprietorship Schedule C, or proof of Self-Employment Income listed above)
- Short Term Disability: Documentation of taxable portion of payments
- Farm Income (e.g., Form 1040 Schedule F or proof of Self-Employment Income listed above)
- Stock Options: 1099-B, letter from financial institution with distribution amount
- Cancelled Debt: 1099-C
- Foreign Earned Income (see proof of Wages and Salary listed above)
- Gambling Income: Form W-2G

No income or recently lost your source of income.

- A letter from your previous employer with termination date
- Proof you have applied for unemployment benefits
- Statement from the NYS Department of Labor showing unemployment benefits have been exhausted
- Letter from the Social Security Administration stating your benefits have ended

Note: Up to three months of income documentation is required if you want to be considered for Medicaid coverage to help pay for prior medical bills. See "Additional Information Required to Confirm Your Eligibility" section of this letter for specific time period we are requesting your proof of income.