



OFFICE OF THE CENTER TOWNSHIP TRUSTEE

405 S WASHINGTON ST, MARION, IN 46953

PHONE: 765.573.8069 FAX: 765.573.8068

EMAIL: OFFICE@MARIONCENTERTOWNSHIP.IN (PLEASE PUT YOUR NAME IN SUBJECT LINE OF THE EMAIL)

This form is a guide of documents that may be required to process your application. Information requested pertains to **ALL** household members. **ALL** members of the household, 18 years or older, **MUST** complete the application, consent forms, and affidavits.

Please bring the following documents with you (other documents may be requested or required):

- Valid Indiana state issued driver's license or ID for all household members 18 years and older
- Social Security Cards for all household members (cards, or IRS documents are acceptable)
- Birth certificate for all household members under 18 years of age
- Documentation of all household member's status in the United States if they are not a citizen
- Current copy of your signed lease agreement
- Doctor's statement if you or a member of your household cannot work due to medical reasons
- Bank checking and savings account statement for the prior month and transactions for the current month
- Cash app statement for the prior month and transactions for the current month
- 401k statement for the prior month and transactions for the current month
- Previous year's state & federal tax return forms

Proof of income for the last 30 days, such as:

- Check stubs
- TANF/SNAP/MEDICAID/HIP award or denial letter
- Social Security Income (SSI) or Social Security Disability (SSD) award or denial letter
- Child support received (printout may be obtained from the clerk's office)
- Statement from anyone or any organization which provided financial assistance by loaning or giving you money
- Statement from anyone or any organization which has provided financial assistance by paying your bills
- Proof of any other countable resource (VA, pension, retirement accounts, grants, loans etc.)

Expenses last 30 days, such as:

- Receipts for purchase made in the last 30 days such as: grocery, gas, school supplies, clothing, household items
- Utilities: AES, Citizen's Energy, cell phone, cable, internet
- Loans (car, payday, pawn shop, personal, school etc.)
- Medical bills or prescriptions
- Childcare, preschool, tuition, school fees
- Payments for rented furniture, appliances, or electronics
- Insurance payments (car, renters, life, medical, etc.)
- Credit card statement
- Storage unit statement

This office operates under the Township Assistance Eligibility Standards for Center Township in addition to State & Federal laws.