

The best documents to upload for proof of income

The HOPE Foundation uses the guidelines given by the Health Insurance Marketplace to verify income.

The table below goes over the best documents for the most common income types. Please utilize this table and go to the link provided if you have any questions. Failure to provide the needed income documentation will be an automatic denial.

Please use this link to find answers to questions about income sources and documentation, beginning on page 8.

<https://marketplace.cms.gov/outreach-and-education/household-income-data-matching-issues.pdf>

We use these guidelines for verification of income purposes only.

Income Source	Changes from last year	Best Documents to submit
Job Income	<p>NO CHANGE</p> <p>Your income amount and source of your incomes are the same as last year.</p> <p><i>(Example: You have the same job and pay as you had last year)</i></p>	<p>Most recent federal or state tax return that shows:</p> <ul style="list-style-type: none"> • First and last name of everyone covered by the return. • Income amounts • Year of the return (must be most recent return) • W-2's and/or 1099s that show: <ul style="list-style-type: none"> ◦ First and last name of earner ◦ Income amount ◦ Year ◦ Employer Name (if applicable)
Job Income	<p>THE AMOUNT CHANGED</p> <p>Your income amount is different from last year, but from the same source.</p> <p><i>(Example: You have the same job but got a raise, or you went from working full-time to part-time)</i></p>	<p>Most recent pay stubs* that show:</p> <ul style="list-style-type: none"> • First and last name • Income amount • Pay date, and length of pay period - write this information on the stub if it is missing. <p><i>*If the pay stub includes overtime, tips or a commission, and this amount changes from paycheck to paycheck submit more than once pay stub.</i></p>
Job Income	<p>THE SOURCE CHANGED</p> <p>Your source of income changed, or the source and amount is different from last year.</p> <p><i>(Example: You got a new job)</i></p>	<p>Most recent pay stubs* that show:</p> <ul style="list-style-type: none"> • First and last name • Income amount • Pay date, and length of pay period - write this information on the stub if it is missing. <p><i>*If the pay stub includes overtime, tips or a commission, and this amount changes from paycheck to paycheck submit more than once pay stub.</i></p>
Self Employment	<p>NO CHANGE</p> <p>Your income amount and source of your incomes are the same as last year.</p> <p><i>(Example: You have the same job and pay as you had last year)</i></p>	<p>1040 Schedule C/F or 1099-MISC (self-employment) that shows:</p> <ul style="list-style-type: none"> • First and last name of everyone covered by the return • Income amounts • Year of the return
Self Employment	<p>THE AMOUNT CHANGED</p> <p>Your income amount is different from last year, but from the same source.</p> <p><i>(Example: You are working more hours of self-employment)</i></p>	<p>Self Employment Documentation (Self-Employment ledger) that shows:</p> <ul style="list-style-type: none"> • First and last name • Company name • Income amount includes <ul style="list-style-type: none"> ◦ Dates covered by the ledger ◦ The net amount from profit/loss. If self-employment income won't be the same as what's shown on the ledger, send a written explanation about estimates for the rest of the year** <p><i>** Please see the link above to find details on how to send a written explanation (page 13 of the linked document)</i></p>
Self Employment	<p>THE SOURCE CHANGED</p> <p>Your source of income changed, or the source and amount is different from last year.</p> <p><i>(Example: You did not have self-employment income last year)</i></p>	<p>Self Employment Documentation (Self-Employment ledger) that shows:</p> <ul style="list-style-type: none"> • First and last name of earner • Self-employed company name • Net income amount after profit and loss are calculated • Start and end dates for the amount in the document* <p><i>*If you don't expect your self-employment income to be the same as the amount of the most recent profit and loss statement, then send a written explanation about your estimates for the rest of the year.**</i></p>
Social Security Income	<p>NO CHANGE</p> <p>Your income amount and source of your incomes are the same as last year.</p> <p><i>(Example: You received social security benefits all year)</i></p>	<p>Federal or state 1040 tax return that shows:</p> <ul style="list-style-type: none"> • First and last name of everyone covered by the return • Income amounts • Year of return
Social Security Income	<p>THE AMOUNT CHANGED</p> <p>Your income amount is different from last year, but from the same source.</p> <p><i>(Example: You received social security benefits for only part of the year last year, but will receive them for the full year this year)</i></p>	<p>Social Security statements (benefits letter) that shows:</p> <ul style="list-style-type: none"> • First and last name of beneficiary • Benefit amount* <p>1099-SAA</p> <ul style="list-style-type: none"> • First and last name of beneficiary • Benefit amount • Year <p><i>*If you won't get this benefit for the entire year, send a document that includes the date it started. Write it on the statement if needed.</i></p>
Social Security Income	<p>THE SOURCE CHANGED</p> <p>Your source of income changed, or the source and amount is different from last year.</p> <p><i>(Example: You didn't get Social Security benefits last year)</i></p>	<p>Social security Statements (Social Security benefits letter) that shows:</p> <ul style="list-style-type: none"> • First and last name of beneficiary • Benefit amount* <p><i>*If you won't get this benefit for the entire year, send a document that includes the date it started. Write it on the statement if needed.</i></p>
Unemployment Income	<p>NO CHANGE</p> <p>You had unemployment benefits last year</p>	<p>Federal or state 1040 tax return that shows:</p> <ul style="list-style-type: none"> • First and last name of everyone covered by the return • Income amounts • Year of return <p>1099-G that shows:</p> <ul style="list-style-type: none"> • First and last name of beneficiary • Benefit amount • Year
Unemployment Income	<p>THE SOURCE CHANGED</p> <p>Your source of income changed, or the source and amount is different from last year.</p> <p><i>(Example: You didn't receive unemployment benefits last year)</i></p>	<p>Unemployment benefits letter that shows:</p> <ul style="list-style-type: none"> • First and last name of beneficiary • Unemployment source or agency name • Benefit amount and how often you get the benefit • Start and end date for the benefit. Write the date you think the benefit may end, if it is not on the letter.
Retirement Income	<p>NO CHANGE</p> <p>You had the same retirement income last year.</p>	<p>Federal or State 1040 tax return that shows:</p> <ul style="list-style-type: none"> • First and last name of everyone covered by the return. • Income amounts • Year of return <p>1099 for retirement/pension that shows:</p> <ul style="list-style-type: none"> • First and last name of recipient • Benefit amount • Year
Retirement Income	<p>THE AMOUNT CHANGED</p> <p>Your income amount is different from last year, but from the same source.</p> <p><i>(Example: You received retirement for only part of the year last year, but will receive it for the full year this year)</i></p>	<p>Retirement/pension documents that show:</p> <ul style="list-style-type: none"> • First and last name of recipient • Benefit amount • Start and end date for the benefit, and how often it's paid, like quarterly or yearly.
Rental Income	<p>NO CHANGE</p> <p>You had the same rental income last year.</p>	<p>Federal or state tax return that shows:</p> <ul style="list-style-type: none"> • First and last name of everyone covered by the return • Income amounts • Year of the return
Rental Income	<p>THE SOURCE CHANGED</p> <p>Your source of income changed.</p> <p><i>(Example: You didn't have rental income last year)</i></p>	<p>Rental agreement or lease that shows:</p> <ul style="list-style-type: none"> • Name of the owner • Amount and how often you get it <p>1099-MISC that shows:</p> <ul style="list-style-type: none"> • First and last name • Income amount • Year
Multiple Sources of Income	<p>NO CHANGE</p> <p>You had the same sources of income as last year.</p>	<p>Federal or State 1040 tax return that shows:</p> <ul style="list-style-type: none"> • First and last name of everyone covered by the return • Income amounts • Year of return
Multiple Sources of Income	<p>THE SOURCE CHANGED</p> <p>Your source of income changed.</p> <p><i>(Example: You didn't have the same income sources last year)</i></p>	<p>You must submit at least one "best document" for each income source you expect.</p>