

Income verification must take place using one or more of the following documents:

- **Pay Stubs (most recent pay periods)**
 - Weekly – submit 4 consecutive pay stubs
 - Bi-weekly - submit 2 consecutive pay stubs
 - Semi-monthly - submit 2 consecutive pay stubs
 - Monthly - submit at least 1 full month's pay stub
- **2019 Tax Records** - W-2's, 1099s, or 1040-Adjusted Gross line 7
- **Award letter from the Social Security Administration**
- **Award letter from the Employment Security Commission**
- **Award letter from Department of Veterans Affairs (for Military Retirement or Disability)**
- **Child Support**
 - History printout from <https://ncchildsupport.com>
 - History letter from NC Child Support Enforcement office
 - If child support does not go thru the court system, a signed letter from the payer stating the amount paid monthly.
- **Employer written statements**
 - Must reflect the employee's most recent pay periods
 - Must include the amount **and** frequency of pay (*including overtime*)
 - Must be signed by the employer
 - Documented on letterhead (*if available*)
- **NC-PreK Employment Verification Form**
- **Signed statement when the individual claims to have no income**
 - This is located on the Income Worksheet of the application
- **Self-employed individuals**
 - 2019 Tax Records: 1099s or 1040-Adjusted Gross line 7 including Schedule C Profit or Loss
 - If no tax documentation is provided
 - Bank statements for business minus 20% from total income (for previous 3 months)
 - Bank statements for business minus itemized expense receipts (for previous 3 months)
 - ◆ Business bank statements, check copies for payment of services, itemized income report, itemized expense report
- **If a family member has started a new job**
 - Letter from the employer stating pay rate, pay schedule, and number of hours per pay period
 - Additional pay stubs will be required to determine eligibility accurately.

**If you receive other types of income, please contact our office for acceptable forms of verification.