

Energy Customer Documentation Checklist

In order to apply for Southern New Hampshire Services' Energy Assistance Programs, customers are required to provide the following information at their scheduled appointment (not all items will apply to all applicants):

- Landlord Verification Form (mandatory for all renters)
- Proof of Mortgage if you are a homeowner
- Lot Rent (if applicable)
- Paystubs for 6 weeks prior to scheduled appointment (for all members of the household)
- Proof of Social Security/Disability Income
- Proof of Child Support Received or Paid
- Social Security Cards (for all members of the household)
- State Welfare Letter
- Food Stamp Letter/EBT Card
- City Welfare Letter
- 12 month usage heating bill
- Prior year's tax return
- Current Electric bill
- Picture ID
- Other proof of income: other income can include **gross** pension, workers comp, unemployment benefits, bank interest, dividends
- When there is little or no income in the household, you will be required to explain how the household is getting by.
- Irregular disbursements from IRA, Annuities and Pensions require proof of withdrawal for the 365 days prior to appointment date.

Additional information may be requested at the time of your appointment.

