



INCOME DOCUMENTATION

FREQUENT SCENARIOS

You will need to provide the household earner's most recent tax return (1040 form). If that is not available, you will need to submit the most recent available financial documents for them according to the scenario that best describes you. Please note that all documents must be from the same year.

DURING THE PREVIOUS YEAR...

The household earners were **employed** and **did NOT** receive any unemployment benefits.

DOCUMENTS NEEDED...

- Earner(s) 1040 form, OR
- Earner(s) W2(s) for all job(s) worked in the previous year, OR
- Earner(s) Final pay stubs for all job(s) worked in the previous year

DURING THE PREVIOUS YEAR...

I am part of a **two-earner household**. The earners were **employed** during a portion of the year, and one or both **received unemployment** benefits that year.

DOCUMENTS NEEDED...

- Earner(s) 1040 form, OR
- Earner(s) W2(s) for all job(s) worked in the previous year, AND
- 1099-G/Official statement on employer letterhead indicating benefits paid

DURING THE PREVIOUS YEAR...

Household earner(s) worked **multiple jobs** and **received unemployment** benefits.

DOCUMENTS NEEDED...

- Earner(s) 1040 form, OR
- Earner(s) W2(s) for all job(s) worked in the previous year, AND
- 1099-G/Official statement on employer letterhead indicating benefits paid

DURING THE PREVIOUS YEAR...

Two parents **share financial responsibility** for the applicant but are not in the same household.

DOCUMENTS NEEDED...

- Income documentation for the individual(s) living with the scholarship applicant AND the individual(s) that financially supports but does not live in the same household as the applicant.

DURING THE PREVIOUS YEAR...

There was a **death of an earner** in the household, resulting in a change of income.

DOCUMENTS NEEDED...

- For earner(s) still in the household, please provide:
- 1040 form, OR
 - W2(s) for all job(s) worked in the previous year, OR
 - Final pay stubs for all job(s) worked in the previous year, AND
 - 1099-G/Official statement on employer letterhead indicating benefits paid (If applicable)

DURING THE PREVIOUS YEAR...

I **did not receive any income** or unemployment benefits.

DOCUMENTS NEEDED...

- Please contact the Empower Illinois Helpline at 800-616-7606.