

# Energy Assistance Application Check List

## ✓ Complete Application Including:

- Full legal names (including full middle name), Birthdate, Social Security Number and demographics for everyone who resides in the household.
- Current phone number, physical & mailing address.

## ✓ Provide Identification for Each Adult Household Member Over 18 (regardless of student status)

*Acceptable ID includes, but is not limited to:*

- Driver's License, Social Security card, State or Military Issued ID, Utility Bill, Birth Certificate.

## ✓ Provide Social Security Cards

- Copy of social security card for all household members.
- If child is under one year of age an exception can be made.

*Note: any social security cards not received may result in lowered energy assistance amount.*

## ✓ Provide Proof of Gross Income

- Social Security benefit letter (current year)
- Veterans Pension (current year)
- Declaration of Personal Income for anyone over 18 with zero income (this includes children that are 18 and still in school) or informal/hand to hand and odd job income.
- Paystubs for anyone 18 or older (for the last 30 days from date of application signature)
- Self-employed? Request worksheet from agency.
- Child Support.
- Unemployment Print out.
- TANF

## ✓ Provide Utility Bill(s)

- Current Electric, Northwest Natural utility bill (within the last 90 days)
- If you are seeking assistance for other Energy sources (pellets, oil, wood, propane) please provide receipts
- Is your utility included in your rent? Request landlord letter from agency.

## ✓ Complete Application

- I have signed and dated my application.

***Do you need assistance filling out the application or additional forms? Please call for assistance:***

Columbia: 503-397-3511 Fax 503-397-3290

Tillamook: 503-842-5261 Fax 503-842-5821

Clatsop: 503-325-1400 Fax 503-325-1153

