



Your Energy Services Phone Appointment

Date: ___/___/___ Time: _____ am/pm

Please review the following list and gather all marked documentation and have available for your phone appointment. Please do not send in any paperwork to us until you have completed your phone appointment to ensure nothing gets lost. If there is an item that pertains to your household but is not marked off, please have that available as well.

Ⓜ IF YOUR PHONE NUMBER HAS CHANGED PRIOR TO YOUR APPOINTMENT YOU MUST NOTIFY US AHEAD OF TIME OTHERWISE YOUR APPOINTMENT MAY BE PUSHED SEVERAL WEEKS OUT IF WE CAN'T REACH YOU ON THE FIRST TRY.

Ⓜ If you receive any income not listed below, you MUST report it to us

Income Verifications:

- Wages - most recent 5 consecutive paystubs for weekly pay or 3 consecutive paystubs for bi-weekly pay starting with the date of your appointment and going back 30 days. For any household member 18 years of age or older.
Social Security statement(s) - Includes SSA, SSI, SSDI. All SSDI recipients must also provide any and all benefits for their dependent(s) and/or spouse. We can no longer accept bank statements or 1099's. Please provide benefit letter from Social Security.
Unemployment - See provided form or bring NHES statement of earnings
Self-Employment - Please provide all pages of current tax return
Pension/Annuity/IRA - 1099 or statement from holding company. We can no longer accept bank statements

- Interest/CD's - Please provide documentation for one full year
Child Support - Received or paid.
Adoption Subsidy payments - Statement or check stubs from last 30 days
Workers Comp, Short/Long-term Disability
Rental Income - Please provide all pages of current tax return
Veteran's Benefits - Last 30 days
Dividends
Alimony Received
State Assistance (TANF/APTD/SNAP)
Other: _____

Additional Documentation:

- Landlord Form - Form attached
Dates of birth - for new applicants or new household members
Social Security numbers - for new applicants or new household members
Self-Declaration of Low or No Income - Form attached

- Support Form - Form attached
Current income taxes (all pages)
Town Support Form - Form attached
Recent electric bill
Other: _____

The information you provided to us when making the appointment has been marked for your convenience. Included are the form(s) we will need at the time of your appointment. It is your responsibility to provide all of the above information, so we are able to complete your application and establish your benefit (if found eligible) in a timely manner.

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