



Your Energy Services Phone Appointment

Date: \_\_\_\_\_

Time: \_\_\_\_\_ am / pm

Please review the following list and gather all marked documentation prior to 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 or marked 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 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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