

Checklist: What to Bring to a Hearing

PAY STUBS:

- At least **3 MOST RECENT**; handwritten receipts are **NOT** acceptable

If you are **SELF-EMPLOYED** OR
If you have **RENTAL PROPERTY** or **INVESTMENT INCOME**, OR
If you earn variable **COMMISSIONS** or **BONUSES**

You **MUST** provide:

- **FEDERAL TAX RETURNS** for the **LAST 3 YEARS**, including **ALL SCHEDULES** and **ATTACHMENTS** (e.g. W-2s, 1099s, Schedule C).

If you have **HEALTH INSURANCE** through your employer OR
If health insurance is **AVAILABLE THROUGH YOUR EMPLOYER**:

You **MUST** provide:

The **NAME & ADDRESS** of the **HEALTH INSURANCE PROVIDER**

The **COST** of **SINGLE** or **EMPLOYEE-ONLY** coverage **AND**

The **COST** of **GROUP COVERAGE** (Family OR Employee + Child)

Evidence of **CHILDCARE COSTS**, including:

- 1) a **SIGNED AND NOTARIZED STATEMENT** from your sitter OR
- 2) a **STATEMENT** on your daycare provider's **LETTERHEAD** OR
- 3) a **JFS CHILD CARE NOTICE** (if you receive **TITLE XX**)

Your evidence **MUST** include:

- 1) **CONTACT** information
- 2) The **NAME(S)** of the child/ren cared for
- 3) Your **PERSONAL EXPENSES** (broken down **PER CHILD**)
- 4) The **HOURS PER WEEK** your child/ren are cared for
- 5) The **NUMBER OF WEEKS** your child/ren are cared for

If you are a **STUDENT**, you **MUST** provide:

- A **CLASS SCHEDULE** for the **CURRENT TERM**