

# **Energy Assistance Required Documents:**

\* You must be a Watertown/Oakville resident\*

**\*\*Every page of your latest bank statements** (checking, savings, credit union, Christmas Club, etc.) **for every member of your household.**

**\*\*Social Security numbers for every member of your household.**

**\*\*Proof of Social Security income** (this information is on your bank statement) for every member of your household.

\*If you work and are paid weekly bring in **four most recent consecutive weekly paystubs**. If you are paid twice a month, bring in two most recent consecutive paystubs. Paystubs must have your name and /or Social Security number on them. Paystubs must be produced for every member of your household who is employed.

\*Statements listing the value and income from any CDs, IRAs, stocks or bonds for all members of your household.

\*Proof of **rental income** if you own rental property.

\*If you are self-employed bring in a notarized **Self-Employment Worksheet** for the last six or 12 full calendar months and your most recently filed 1040 IRS form.

\*If you collect **Unemployment Compensation Benefits** bring in a copy of your Unemployment Compensation letter stating the amount of benefits you receive.

\*If you have a mortgage bring in your most **recent mortgage statement**.

\*SNAP Determination Letter listing the amount of your **SNAP benefits**.

**\*Your latest electric bill.**

\*If you heat with **gas latest bill**.

\*Your most recent **Water & Sewer Bill** with your name & address on it

\*If you heat with oil bring in the name of your **oil company and account number**.

\*If you receive **financial assistance from family or friends** bring in a signed letter from those providing support that includes amount and frequency of payments.

\*If anyone in your household **receives alimony or child support** payments bring in the divorce decree or Family Relations Court letter verifying the amount and frequency of payments.

\*If you live in a home **rent free** (this includes "life usage") that is owned by someone else (who does not live in the home--such as an adult child), the homeowner (person whose name is on the deed) must provide a **signed note** stating the fair-market value of the monthly rent they would charge if the home were being rented to another person.

*We process your applications as a convenience for you and send them to New Opportunities, Inc., which determines eligibility.*

**\*\*If you want to make an apt. for Waterbury call NOW at 203-756-8151\*\***

***Watertown Social Services & Food Bank***  
***860-945-5252***

*Updated 2/23/2023*

