

# Proof of Income Submission Cover Sheet

**Instructions:** Please complete this cover sheet and place it on top of your supporting income documents (such as pay stubs, tax returns, or benefit letters) before submitting.

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## 1. Applicant Information

Full Name:

Application / Case ID:

Phone Number:

Email Address:

## 2. Income and Document Details

Please specify the type of income documents you are attaching below:

Employer Name (if applicable):

Estimated Gross Monthly Income:

Primary Document Type (e.g., Paystub, W-2, Tax Return):

Secondary Document Type (if any):

Total Number of Pages Attached:

## 3. Certification and Signature

I certify that the attached documents are true, accurate, and complete representations of my income.

Signature (or Type Name):

Date:

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*For Office Use Only:*

Received By:  Date Received: