

VERY IMPORTANT!!!!

YOU MUST CONTINUE TO PAY YOUR OWN ENERGY BILL UNTIL YOUR ACCOUNT HAS BEEN CREDITED BY YOUR SUPPLIER OR AN ENERGY DELIVERY IS MADE TO YOUR HOME.

1. Read the following and **COMPLETE ALL SPACES ON THE APPLICATION.**
2. Include documentation for **ALL** household members that have any type of income. (Wages, Self Employed, SS, SSI, Zero Income, Etc.). If you are self employed we can accept your income tax form for proof of your self-employment. **ALL INCOME DOCUMENTATION MUST BE CURRENT.**
3. If you are receiving Social Security Income, we **CANNOT ACCEPT** Income Tax Forms for income documentation. We must have copies of checks, copy of bank statement if it is direct deposit, letter from bank where you cashed your check or copy of benefit letter. If you receive food stamps and the amount on the letter is current and includes all income we can accept a copy of that letter. **ALL INCOME DOCUMENTATION MUST BE CURRENT.**
4. Include information for **ALL** members of the household. We must have this information to complete your application. If you do not have enough space to put all household members, put information on a separate sheet of paper and attach to your application.
5. Include a copy of your highest heating bill or utility bill for what you are signing up for. If you heat with wood, kerosene, or LP gas, you should also send a copy of your electric bill with your home delivered bill to help with your points for energy burden. You can go back as far as the previous December to get your bills.
6. You can choose only **ONE (1)** heating source for assistance, what you heat with.
7. If you have zero income, Families First or AFDC, you **MUST** have someone that been helping you or is helping you to complete the **"Statement of Support"** form to document your zero income.
8. **MAIL ONLY THE WHITE COPY OF THE APPLICATION, YOUR COPIES OF INCOME DOCUMENTATION, AND YOUR UTILITY BILLS AND DELIVERY SLIPS FOR YOUR FUEL. DO NOT MAIL ALL OF THE MATERIALS ENCLOSED WITH THE APPLICATION BACK TO US.** This is for your information and to keep.