



MYSA INCOME-BASED REGISTRATION FORM

Income Verification Guide Questions

Moseley Youth Sports Association (MYSA) provides financial assistance through the generosity of our partners and donors.

Please complete this worksheet with all applicable documentation (outlined below) and return it to the MYSA Treasurer at moseleyyouthsports@gmail.com. If you are not required to file taxes, you will need to provide at least two documents showing your projected yearly income, financial support, and proof of dependents.

Note: All information provided will be kept confidential.

1. Did you or your family file taxes?

Yes – Submit your 1040 for all adults in the household. If filed jointly, submit jointly filed 1040. For self-employed individuals, include 1040 Schedule C with 1040 documentation. Proceed to question 2.

No – Proceed to question 3.

2. Does the tax documentation reflect your current household income?

Yes – Proceed to question 12.

No – Proceed to question 3.

3. Are you currently employed?

Yes – Provide two pay stubs or an offer letter from your current employer. Proceed to question 4.

No – Proceed to question 4.

4. Are you receiving Social Security, Supplemental Security Income (SSI), or drawing from a pension/retirement plan?

Yes – Provide SSI documentation and bank statement showing SSI Direct Deposit. If drawing from a pension/retirement plan, provide 1099 and bank statement showing Direct Deposit of funds. Proceed to question 5.

No – Proceed to question 5.

5. Are you receiving Unemployment, SNAP, TANF, Disability, child support, or alimony?

Yes – Provide a statement of benefits and proceed to question 6.

No – Proceed to question 6.

6. Are you the only adult in the household?

Yes – Proceed to question 13.

No – Proceed to question 7.

7. Is the second adult in the household employed?

Yes – Provide two pay stubs or an offer letter from their employer. Proceed to question 8.

No – Proceed to question 8.

8. Is the second adult receiving SSI or drawing from a pension/retirement plan?

Yes – Provide SSI documentation and bank statement showing Direct Deposit. If drawing from a pension/retirement plan, provide 1099 and bank statement showing Direct Deposit of funds. Proceed to question 9.

No – Proceed to question 9.

9. Is the second adult receiving Unemployment, SNAP, TANF, Disability, child support, or alimony?

Yes – Provide a statement of benefits. Proceed to question 10.

No – Proceed to question 10.

10. Are there additional adults (18 years or older) living in the household?

Yes – Proceed to question 11.

No – Proceed to question 13.

11. Are additional adults (18 years or older) employed or receiving government assistance?

Yes – Provide documentation of income (as outlined in questions 1–5).
Proceed to question 12.

No – Proceed to question 12.

12. Are you applying for camp/clinic assistance?

Yes: Camp/Clinic: _____

No – Proceed to question 13.

13. Please describe any additional circumstances you would like us to consider:

By signing this form, I certify that the information provided is true and all income is reported. I will notify MYSA of any change in my income or financial support.

Applicant Signature: _____ Date: _____

Applicant Name: _____

Income and Financial Support Verification Documentation

Provide a minimum of two forms of income verification (providing more than the minimum required documentation will help MYSA better evaluate your application for assistance):

- Social Security, Supplemental Security Income (SSI), or Social Security Disability Income (SSDI)
- Government assistance, e.g., food stamps, grants, loans, cash allowances, rental assistance, childcare assistance
- Unemployment statement
- Letter of termination from employer
- Pay stubs for each working non-dependent adult (4 weeks) showing monthly average income
- Self-employed: 1040 income on Schedule C or quarterly income statement showing income before deductions
- Pensions or retirement
- Child support income and alimony payments
- Bank statements that show income source (minimum of 3 months)
- Letter or financial statement from an organization that knows the applicant's financial status, household size, and situation. This letter must be on letterhead and cannot be from a relative, friend, or MYSA board member/ leadership team member. This is not required unless needed for a second verification.
- Student loan living expense portion

If there is no current income verification, zero income, negative income, or no approved documentation of income, the financial assistance application cannot be processed.

Proof of Dependent(s)

Provide a minimum of one document to verify dependents:

- Free school lunch program letter
- Social Security, Supplemental Security Income (SSI), or Social Security Disability Income (SSDI) listing the child's name
- Government assistance documentation showing household size
- Health insurance documentation
- Child support statement
- Report card with the child's and parent/guardian's name
- Transfer of parental rights notarized or legal documentation
- Legal custody agreement or a signed document from a mediator on letterhead
- Documentation of adopted or foster children
- Letter from a Guardian ad Litem working with the family

Documentation Resources

- Social Security Office: (800) 772-1213 or TTY (800) 325-0778 or www.ssa.gov
- Virginia Employment Commission: www.vec.virginia.gov/unemployed
- IRS: www.irs.gov/Individuals/Get-Transcript or (800) 829-1040 (Handwritten tax returns will not be accepted)
- Virginia Department of Social Services: www.dss.virginia.gov
- EBT: www.ebt.acs-inc.com (Members can log in and print a statement showing food benefit authorization)

Staff Use Only

Documentation included:

- Tax Return
- Unemployment
- Proof of Residency
- Social Security/Disability
- Student Loan Information
- Student Class Schedule
- Government Assistance
- Two Pay Stubs
- Proof of Dependency
- Child Support/Alimony
- Medical Bills
- Retirement/Pension