



PASS APPLICATION CHECKLIST

LAST NAME _____ FIRST NAME _____

This checklist is designed to assist you in gathering the necessary documents to renew your Burbank PASS application for Fiscal Year 2022-2023 (July 1, 2022 – June 30, 2023). Members of your household include everyone listed on your 2021 income tax return. If a member was added to your household after January 1, 2022, please provide appropriate verification.

✓ PLEASE CHECK THE BOX PERTAINING TO THE DOCUMENTATION YOU ARE SUBMITTING.

- Main Applicant's information section on application is complete.
- If applicable, an allocation transfer of a maximum of \$200 per household, from parent (s) to child or children, is requested.
- The names of all household members, including members who will not register for classes or access services, are listed on the application.

Burbank Residency Verification – One (1) of the following is included in this packet.

- Burbank Water & Power Current (BWP) Utility Bill in my name.
- Southern California Gas Current Utility Bill in my name.
- I am unable to provide a current Utility Bill in my name. I am providing a verifiable residential rental/lease agreement. I understand that additional documents will be requested to verify the residency requirement.

Identification Verification for Adult Applicants – One (1) Government-Issued Photo ID Card is provided for **each adult applicant.**

- Driver's License
 Identification Card
 Passport

Verification of Household Size and Total Gross Income* – Individual Income Tax Return Transcripts for Tax Year 2021 from the Internal Revenue Service.

- IRS Tax Return Transcript for Income Tax Year 2021
 Tax Return Transcripts may be requested online or by phone.
 There is no fee to request a transcript.
 •Request and download transcript at www.irs.gov/individuals/get-transcript (immediate download) **OR**
 •Receive your Tax Return Transcript by mail within 5 – 10 days by calling the IRS automated phone transcript service line at **800-908-9946**.
 Select Option #2 "Tax Return Transcript".
 You may visit the IRS transcripts page for additional information.
<https://www.irs.gov/individuals/transcript-types-and-ways-to-order-them>

- The Section 8 Housing Amendment Notice dated within the past 12 months.

***Verification of Household Size and Total Gross Income** – The *Section 8 Housing Assistance Payments Contract Amendment Notice* is accepted in lieu of this item – Please provide current Amendment Notice dated within the past 12 months.

Date Rec'd _____ **E-mail Notification** _____ **Processed** _____