

**Cleveland and EdChoice Scholarship Programs
How to Complete the Income Verification Process**

1. Obtain the Income Verification Form on our website at: <http://education.ohio.gov/edchoice> or <http://education.ohio.gov/clevelandscholarship> or the nonpublic school where you have applied for or renewed a scholarship.
2. Complete the parent/guardian information on page 1, filling in all lines. This should be the same information you have provided on the scholarship application/renewal form.
3. List household members (i.e. spouse, children) on page 1 and provide the information requested.
4. Write your sources of income on page 2 and provide copies of acceptable, supporting documentation.
5. Sign at the bottom of page 2. Do not return page 3.
6. Based on your household, determine from the list below which one fits your status. For example: If your status is (a) of the choices below, you only have to submit the documents for one of the options, not all of them.
 - a) If you are currently employed (and have the same job you had all of last year) send either 4 current pay stubs for each job, your W-2's, your 2018 Federal tax forms or your 2018 Federal tax transcripts (can obtain either online at WWW.IRS.GOV or by mailing the 4506-T form to the IRS).
 - b) If you are currently employed (but did not work your current job for all of last year) send 4 current pay stubs for each job.
 - c) If you are self-employed: Send a copy of your 2018 Federal income tax forms, including all Schedules or 2018 Federal tax transcript.
 - d) If you receive other income sources: (eg., food stamps/OWF, child support, unemployment, Social Security, etc.): Send copies of official documentation that shows how much you receive from each one. Example: If you currently work and receive food stamps and child support, you need to send in four current pay stubs, official documentation that shows how much you receive in food stamps, and official documentation that shows how much you receive in child support.
 - e) If you have no income or you do not have pay stubs or W-2's: Provide your 2018 federal tax transcript from the IRS. (WWW.IRS.GOV).
7. DO NOT send original documents. Make copies (ex. W-2, check stubs, etc.) to send to our office and block the first 5 digits of all Social Security numbers on all documents only leaving the last 4 digits to be seen. Submit only one (1) form per family. (Ex. A family with 3 students in the program only needs to send the form one time per school year.). Keep a copy for your records.
8. Mail the Income Verification form and supporting income documentation to the Scholarship Program address at 25 S. Front Street, Mail Stop 309, Columbus, Ohio 43215 by the July 31, 2019 deadline.

The parent is responsible for mailing in the Income Verification documents. The private school is not responsible.

Contact the Scholarship Program at 614-728-2743, or by email at:
EdChoice@education.ohio.gov or Cleveland.Scholarship@education.ohio.g