

Highland Township – Checklist for filing for Poverty Exemption

This checklist is meant to assist the applicant in filing. It is the applicant's responsibility to read and comply with the attached fully outlined guidelines and instructions for completing the application.

The following is required for anyone living in the household:

- _____ Federal Income Tax Return- Current or Proceeding year
- _____ State Income Tax Return (MI-1040)- Current or Proceeding year
- _____ Homestead Tax Credit Property Claim (MI-1040CR) -Current or Proceeding year
- _____ Complete Form 4988-Poverty Affidavit (if not required to file taxes forms)
- _____ Complete all areas on the application if it doesn't apply write N/A
- _____ Application form- MUST be signed and dated by applicant
- _____ Statement of Social Security or MI Social Services monies paid for Previous Year
- _____ Copy of Michigan Driver's License or Michigan Identification Card

Documentation of all income sources and all banking accounts must be provided at application submission. This includes recent mortgage statement. If the home was purchased in last 2 years submit closing documents.

Documentation is required from EVERYONE residing in the home.

A few but not all examples for Reasons for Denial

Failure to fill out all areas on the application, including using "N/A in areas that don't apply to the applicant. And failure to sign the application.

Failure to include State and Federal or property tax credits for current or preceding year for all persons living in the home.

Failure to include bank and investment accounts, and mortgage statements for all persons living in the home.