



# WAYNE TOWNSHIP

## of Marion County

Trustee's Office | Jeb Bardon, Trustee

**Walk-ins are from 8:30 am until we are full for the day, but no later than 11:30, Monday through Friday.**

**You will need to bring with you the following information for your walk-in interview:** Other information may be asked for and required for you to return if a decision cannot be made.

1. Identification for all adults in the household 18 years of age and older. *Acceptable forms of ID are current Driver's license, State ID card, School ID. We require that if you live in Indiana for more than 30 days that you must obtain Indiana credentials.* **NO COPIES WILL BE ACCEPTED.**
2. Social Security cards for all household members. *If you are missing any or all of them, you will be seen and given 30 days to provide.* **NO COPIES WILL BE ACCEPTED.**
3. Non-U.S. Citizens. Permanent Residence Card (Green Card) **NO COPIES WILL BE ACCEPTED.**
4. Clients not born in the USA but have become Citizens. A naturalization document or a current USA Passport.
5. Proof of current residence within Wayne Township. *Lease & ledger or Current Mortgage Statement or current Property Taxes.* **NO SCREENSHOTS WILL BE ACCEPTED.**
6. Current Utilities printed off or the original bill issued within the last 30 days.
7. All adults 18 and older are required to sign the application.
8. Proof of income for ALL adults in the household for the past 30 days. *Pay Stubs, Social Security, TANF, SNAP, Child Support, Unemployment, statement from anyone providing support, app-based work.* **NO SCREENSHOTS WILL BE ACCEPTED.**
9. Proof of how income has been spent for the past 30 days. *Receipts, money orders, Bank transactions, pre-paid cards, online apps, Way2Go (child support), Hoosier Works (TANF), Utility Allotment cards.* **NO SCREEN SHOTS WILL BE ACCEPTED.**
10. If any adult is under doctor care or has a medical condition making them unable to work or restrictions, *we will need a current Doctor statement regarding this.* **NO SCREEN SHOTS WILL BE ACCEPTED.**
11. Required January through July: Proof of filing and status of Federal and State Income Tax Returns. If you have not filed or asked for an extension, you must also provide proof of. *If a refund has been received, you must provide proof of how it was spent.* **NO SCREEN SHOTS WILL BE ACCEPTED.**