

## 2025 TAX FREEZE APPLICATION CHECK LIST

Please use the following checklist as a guide to assist you in submitting your income documents.

**ALL INCOME MUST BE REPORTED EVEN IF NOT LISTED BELOW.**

Any of the documents listed below should be included with your application, if you or anyone in the household receives them.

- ALL DOCUMENTS MUST BE SUMMARIES FOR THE YEAR **2024**.
- Documents must be provided for **EVERY PERSON** living in the household.
- DEADLINE TO RECEIVE APPLICATIONS *IN OFFICE* IS **MARCH 15<sup>TH</sup>**. Postmarks will not be accepted.
- LATE APPLICATIONS WILL NOT BE ACCEPTED FOR ANY REASON. **NO EXCEPTIONS!**

Please include:

- Your application, **completed *IN FULL***  
**AND ANY OF THE FOLLOWING THAT ARE APPLICABLE TO YOU OR ANY/ALL OCCUPANTS:**
  - SSA 1099 – it should read “**2024**” and have a **pink box**. This is *not* your annual renewal letter.
  - SSI/*Supplemental Income*: an SSI summary statement from Social Security is required if you do not receive a 1099 (see sample 1099 for help with this).
  - W2 from any/all employers if you are currently working or worked at all in 2024.
  - Investment account interest. \*If you have any accounts where funds are reinvested, please provide proof of redistribution or received/distributed funds will be counted as income.
  - Any rent receipts or a lease agreement. ***If you own any rentable property (in-law, 2-family, and/or additional real estate) and do not provide income and/or the rentable space is reported as/considered vacant, HUD-determined economic rent will be applied.***
  - Any 1040s or similar you may receive.
  - Any retirement interest or funeral fund interest or similar.
  - Any income received from property sales or similar.
  - Any worker’s compensation or insurance claim income or similar.
  - Any miscellaneous income not listed above. This includes, but is not limited to, any income that would be considered reportable on taxes - regardless of if you file an income tax return – such as unemployment or TDI, etc. Mortgage interest is NOT counted as income.
  - \*If any individual occupants do not receive income, ***a signed and notarized affidavit is required in lieu of income documentation, per occupant.*** The senior center can assist with this.
  - \*DO NOT INCLUDE: what you *will be receiving* from Social Security for 2025.
  - \*DO NOT INCLUDE: paystubs/bank statements or your tax return.
- If you need to request a **1099**, please contact Social Security at 1.877.402.0808 and follow the automated prompts.
  - For an **SSI summary**, please call the same number and speak to a representative.
  - Additional assistance is provided through the Cranston Senior Center if needed 401.780.6254.
  - You may also call the Assessor’s office with any questions 401.780.3181.