

# Income Verification FAQs



## 1. Why do I need to verify my income?

The Ohio Scholarship Granting Organization program requires scholarship granting organizations to prioritize scholarship awards by income level. Priority must be given to low-income students. Low-income is defined as under 300% of the Federal Poverty Level for the program. Income verification allows us to determine your income level.

## 2. Can I receive a scholarship award if I my income is not verified?

No, to maintain our certification with the State of Ohio as a Scholarship Granting Organization, we verify every applicant's income level.

## 3. How do I get my income verified?

Download and complete the [Income Verification Form](#) and then upload it when you fill out the online scholarship application or mail it to the address below. Check the [Poverty Guidelines Chart](#) to see if you qualify for low-income status.

## 4. Which documents can I use to verify my income?

- a. Current pay stubs (at least one month)
- b. W-2s for the most recent tax cycle
- c. 1099
- d. Current income tax returns
- e. Business records
- f. Correspondence from the Social Security Administration, Ohio Bureau of Worker's Compensation, Department of Job and Family Services, and other providers of benefits showing the amount of benefits you are receiving
- g. Print out from child support enforcement

## 5. Which household members must have their income documented?

Every individual whose income and/or benefits support the household (except minors who are in school full time) must provide income documentation.

## 6. My income changes from week to week. How do I determine my income for the scholarship application?

If your income changes from week to week, use several months of your income to determine a typical monthly amount. Write that amount on the Income Verification Form under "Gross Amount Before Taxes" and write "Monthly" under "How Often Received."

## 7. Where do I send my income verification documents?

Send them along with your Income Verification Form and Scholarship Application to the address below or email them to [info@ohiosgo.org](mailto:info@ohiosgo.org). Do not send income documents to your child's school.

Please mail your forms and income documents to:

BCSGO Scholarships  
2400 Chandlersville Rd  
Zanesville, OH 43701