

What documents should I submit for Means Testing?

Means Test Documents

The following sources of household income will be required (where applicable) as supporting and official documentation in the submission of Means Test applications:

Salary:

- Salary documentation must be provided in the form of a copy of the most recent pay slip, job letter or TD4 that is either stamped or signed by the respective organization or authorized representative.
- The document must be **no older than six (6) months** at the time of application.

Self-employed income:

- Applicants are advised, where there are members of your household who are self-employed, you are required to submit a letter signed by the income earners. The content of the letter should be as follows:
 - Full name of income earner
 - Relation of income earner to applicant
 - Name and location of business
 - Profession or position held within the business
 - Amount (TT\$) earned by income earner per month

Pension or Annuity:

- A copy of an official signed letter or slip stating explicitly the amount in pension which the household member receives per month is required for this source of income.
- The letter should be issued from the **Ministry of Finance, Treasury Division, Ministry of Social Development and Family Services (MSDFS)** or organization from which the pension was granted.
- The letter or slip must be **no older than six (6) months** at the time of application.
- In lieu of an official letter or slip for Government pensions, applicants would be required to submit a copy of an updated Pension Identification (ID) Card stating the amount in government pension the income earner receives per month. The Pension ID Card should be issued to the individual **no earlier** than January 2016, for the purposes of means testing.

National Insurance (NIS):

- A copy of an official signed letter stating the amount in NIS that the member of your household receives per month is required where applicable.
- The letter must be issued to the individual from the **National Insurance Board of Trinidad and Tobago**.
- The letter must be **no older than six (6) months** at the time of application.

Public Assistance, Disability Grant NIS:

- A copy of an official disability/ Public Assistance Slip or Cheque is required for this source of income.
- Slip or cheque must be **no older than six (6) months** at the time of application.

Child Support/Alimony:

- A copy of an official signed document (such as a Court Order) which stipulates the amount in child support/ alimony that the household member receives per month. Should there be no court-ordered child support, you are required to submit a letter signed by the household members receiving the agreed child support on behalf of the child/children.

Rental Income:

- A copy of an official signed document, such as a lease/ rental agreement, stipulating the monthly amount the household member receives from his/her renter(s) is required in such cases.

Allowance:

- Letter from the person/source granting the allowance, outlining their relationship to the applicant or household member; the average amount granted per month and supporting documents e.g. Western Union/ Money Gram receipts is required.
- The letter must be **no older than six (6) months** at the time of application.

Any other source of income obtained by members of the household:

- Documents must be **no older than six (6) months** at the time of application.

Birth Certificate

- A copy of applicant's Electronic Birth Certificate (with affidavit where necessary).