

## How to prepare for your phone appointment

Enrollment assistors are available to help you apply for and understand your health coverage. This checklist will help you prepare for your phone appointment in order to verify your eligibility and complete your application.

- **Personal Identification:** *ONLY ONE* of the following documents is needed for each applicant.
  - Driver's License
  - State ID
  - San Francisco ID Card
  - Passport
  - Permanent or Temporary Residency Card
  - Foreign ID
- **Proof of San Francisco residency:** *ONLY ONE* of the following documents is needed.

Documents must have your name and be dated within 45 days of the application submission date.

  - Rental or lease agreement
  - Utility bill
  - Driver's License or State ID
  - Current Pay Stub
  - DMV Registration
  - Bank Statement
- **Proof of Household Income:** Most recent copy of one the following documents for *EACH* member of the household, if applicable. Documents must have your name and be dated within 45 days of the application submission date.
  - Pay Stubs
  - 2019 Tax Return
  - Benefits award letter (i.e. unemployment, social security benefit, workers compensation, etc.)
  - For self-employed: 2019 Tax Return with appropriate Schedules or Profit and Loss Statement for the past three months
- **Proof of Assets:** Most recent copy of one of the following documents for *EACH* member of the household, if applicable. Document must have your name and be dated within 45 days of the application submission date.
  - Complete bank statement
  - stocks/mutual fund statement