

Supporting Document Checklist

You can use this page to work out what types of documents you need to supply. Review each question and answer Yes/No to each. Where you answer Yes, check the “Document Required” column. This tells you what documents you must send to the CAO by 1 April 2017.

If you have indicated income from both parents you must submit documents detailing both their incomes.

HEAR requires evidence of a full year’s income for 2015 (i.e. 52 weeks)

Type of Income	Document Required
Was your parent/guardian in paid employment in 2015 on a full, part time or temporary basis?	P21 for 2015 from Revenue Commissioners. See Page 24
Was your parent/guardian self- employed, engaged in farming, or receiving rent from rental properties in 2015?	Self-Assessment - Chapter 4 for 2015 from Revenue Commissioners or Tax Exemption Letter. See Page 24
Did your parent/guardian receive any social welfare payments in 2015 other than child benefit?	Department of Social Protection (DSP) Form or DSP Statement for 2015. See Page 27
Did your parent/guardian receive any lump sum payments in 2015 from his/her former employer as a result of being made redundant?	Form RP50 Notification of Redundancy. See Page 28
Was your parent/guardian retired in 2015?	<ul style="list-style-type: none"> • Retirement Lump Sum Letter from Employer (Page 28) and/or • P21 for 2015 / Self-Assessment - Chapter 4 for 2015 (Page 24) and or • Department of Social Protection Form for 2015 signed and stamped. (Page 27)

- **HEAR requires evidence of a full year’s income for 2015 (i.e. 52 weeks).** Some applicants, depending on their parent(s)/guardian(s)’ circumstances in 2015, may need to submit Revenue Commissioner’s documents and/or evidence of other income as well as evidence of Department of Social Protection income.
- If more than one family member is making an application to HEAR ensure you send full documents for each family member.
- You must submit all supporting documents before 1 April 2017.

