



**Required Documentation for Special Affidavit of Residence Verification**

The following documentation must be submitted. Please provide clear, legible copies.

**Do not submit originals as they cannot be returned:**

**\*\*\* ALL DOCUMENTS MUST BE CURRENT AND CLEARLY SHOW RESIDENCE ADDRESS \*\*\***

**Homeowner/Leaseholder** Must Provide ONE Document from EACH GROUP:

**Group 1:**

- Mortgage Document **-or-**
- Original Lease signed by property owner and tenant.  
**Occupants must be listed.**  
Lease expires: \_\_\_\_\_
- Homestead Exemption Application
- Deed
- 2019 Property Tax Notice received from Madison County Tax Assessor

**Group 2:**

- Current Utility Bill\*  
**(electric, gas, water, cable/internet)**  
\* Disconnection Notice will not be accepted

**Group 3:**

- State ID Card
- Current MS Driver's

**Parent/Guardian living with Homeowner/Leaseholder** Must Provide:

**GROUP 1 (must provide one)**

- Current MS Driver's License
- State Identification Card
- Madison County Automobile Tag Receipt
- Federal Immigration Documents

**GROUP 2 (must provide two)**

- Medical Bill
- Bank Statement
- Check Stub or W2
- Current Insurance Policy or Card
- Current Utility Bill in Parent/Guardian's Name  
**(electric, water, gas or cable/internet)** \*Disconnection Notice will not be accepted
- Government Mailing from County, State or Federal Agency

**MCS forms to be completed and signed by Parent/Guardian and Homeowner/Leaseholder:**

- Explanation and Understanding of Penalties (both parties must sign)
- 2020-2021 Special Affidavit of Residence (fill in highlighted information)

**MCS personnel will review submitted documents and contact you if additional documentation is required.**