Tennessee
**Education Savings
Account Program**

ESA Application Checklist

Here's everything you will need to gather before filling out the ESA application online at
www.familymembers.esa.tnedu.gov/apply-now

1. Proof of Address:

You will need a photo of **two** items from this list:

• **Valid driver's license or state ID**
• **Property tax receipt, mortgage statement, or signed lease agreement**
• **Utility bill**
• **Voter registration card**
• **Affidavit from landlord or owner of current residence.** *(You can download the affidavit form and instructions at www.esa.tnedu.gov/handbooks-and-forms/)*

2. Proof of Income:

All applicants must show that the student is a member of a household with an annual income for the previous year that is not more than twice the federal income eligibility guidelines for free lunch. The chart below shows the income limits. For example, if there are four people in your household, the maximum total income would be $66,950 from your Federal Tax Return.

Income Chart

Household Size	Twice the Federal Free Lunch Income Guideline
2	$43,966
3	$55,458
4	$66,950
5	$78,442
6	$89,934
7	$101,426

To show proof of income, you will need either a federal income tax return from the previous year, or a letter of eligibility for the TANF Program.

3. Social Security Number for the Parent or Guardian Completing the Application

4. Proof of Public School Enrollment:

You will need the student's "State ID number" to prove public school enrollment.

- • Where do you find the State ID number? The student's school can provide you with the student's State ID number. This is different from the District ID number assigned to the student. Be certain to ask for the student's STATE ID number.

Note: *If you do not have the State ID number, you can still complete the application, but it may take longer to process.*

5. Internet Access

The last step is to find an internet connection. You can use your smartphone *(iPhone or Android)*, tablet, or a computer. Public library branches provide internet access, even if you do not have a library card. The application can be found at *www.familymembers.esa.tnedu.gov/apply-now*.

How to Upload Documents

Since the ESA application is online, you will need to upload photos of the documents listed above.

If you are using a laptop or desktop computer to fill out the application, you can make a digital file of your documents if you have access to a phone with a camera.

- • Take a photo of your document, making sure the lighting isn't too dark and the photo isn't blurry.

- • Then, email the photos to yourself.

- • Once you receive and open the email, using the mouse, "right-click" on the photo file to save it to the computer. You can rename the files at this point to better describe them, such as "driver's license" or "tax return." Make sure you know where you are saving them, too. It may be easiest to select "save to desktop."

Note: *If you are working from a mobile device or tablet, you will have the opportunity to take pictures of each document to add to your application.*