NORTHWOODS LAW GROUP, P.A.
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Together, We Are Able.

Medical Assistance (MA) Renewal Checklist

What papers do you need to submit with your Renewal Form?
You must submit proof of your income and assets with your MA Renewal Form.

IMPORTANT: Submit copies, NOT original papers. Keep your original papers.

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1. Proof of Income
Send the papers that apply to you.

☐ **If you work:** Send recent pay stubs.

☐ **If you own a business or work for yourself:** Send your most recent federal tax return or business records.

☐ **If you get other income:** Send proof of that income or copies of checks.
Examples:

- Social Security
- Pension
- Other income

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2. Proof of Assets
Send the papers that apply to you.

☐ **Bank accounts and other financial accounts:** Send statements from the last 30 days. You can also send a letter from your bank or financial company that shows how much money is in each account.

☐ **Life insurance:** Send a letter from each life insurance company. The letter must show the cash value of your policy if you cash it in.

☐ **Closed bank accounts:** If you closed an account, send:

- A copy of the final bank statement.
- Proof of where the money went or how you spent it.

Examples:

- A record showing you put the money into another account.
- Receipts showing what you bought or paid for.

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3. Before You Submit Your Renewal
Check each box before sending your papers.

☐ I signed my Renewal Form.

☐ I included all the papers that apply to me.

☐ I made copies of my papers. I kept the original papers.

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☐ I put my Renewal Form and copies of my papers together.
☐ I wrote my case number at the top of every page.
☐ I will submit them to the county or tribal office listed on the cover letter in my Renewal packet.

Renewal Forms and supporting documents may be submitted through the MNbenefits portal.

Need Help?
If you are not sure what papers to send, ask your county or tribal office for help. You can also ask us for help with your MA Renewal.