

**IMPORTANT NOTICE FOR SPONSORS**  
**READ THIS BEFORE SUBMITTING FORM I-864**

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**Please use these review guidelines when assembling Form I-864 affidavit of support documents. I-864s that are incomplete or have not been assembled correctly will not be accepted.** (Note: This form is for your personal reference. You do not need to return it with the completed I-864.)

**Who Needs an I-864?**

Applicants for family-based immigrant visas, including orphans. (Self-petitioning widow/ers, battered spouses of U.S. citizens and children of battered spouses of U.S. citizens are exempt from this requirement.)  
Applicants for employment-based immigrant visas where a relative filed the immigrant visa petition or has a 5 percent or greater ownership interest in the business that filed the petition.

**REVIEW GUIDELINES FOR PREPARING THE I-864**  
**Documents should be submitted in the following order:**

**I. Petitioner's documents:**

- **Form I-864.** The petitioner in family-based cases, or the relative who either filed the petition or has ownership interest in the petitioning company in employment-based cases **must** complete an I-864 even if a joint sponsor submits an affidavit of support.
  - All pages in correct order, 1, 2, 3, 4, 5, 6, and stapled together.
  - Each page filled out completely.
  - Part 7 **signed** by the **petitioner** (for employment-based cases, **the relative**) and **notarized.**
- Complete federal tax returns with all supporting schedules and /or **W-2s** for the **3 most recent tax years.** Each year's return must have all pages in the correct order and must be stapled together. Any missing tax information for the 3 tax years can be obtained from your local IRS office.
- If you did not have to file a tax return:
  - Attach a written explanation and a copy of the instructions from the Internal Revenue Service publication that shows you were not obligated to file (the instructions on form 1040 provide information on **most** income tax obligations).
- If you electronically or telefiled your tax returns, you must contact your local IRS office to obtain a literal printout of your tax records (RTFTP or Letter 1722).
- If assets are needed to meet the minimum income requirement:
  - Evidence of assets with a cash value that equals at least five times the difference between your total household income and 125 percent of the poverty guideline for your household size.
  - Example for a household size of 4:

|                                       |          |
|---------------------------------------|----------|
| 125 percent of poverty guideline      | \$23,563 |
| sponsor's income                      | \$18,000 |
| difference                            | \$ 5,563 |
| multiply by 5                         | _____x5  |
| Minimum required cash value of assets | \$27,815 |
  - Evidence of ownership, location and the value of each asset
  - Evidence of liens, mortgages and liabilities for each asset (if any)
- Evidence of current employment or self-employment, such as a **recent (within a month prior to the signature date on the I-864)** pay statement or a statement from your employer on business stationery, showing beginning date of employment, type of work performed and salary or wages paid.