

## Proof of Income

INCOME SOURCE (document all sources)	DOCUMENTATION OPTIONS	NOTES
<b>Food Stamps, General Relief, HUD Assistance (rent vouchers)</b>	Award letter from Social Services or Section 8 Housing	<ul style="list-style-type: none"> <li>• If no income is received - this is the only documentation needed.</li> <li>• If income <u>IS</u> received, please provide proof from the list below</li> </ul>
<b>Employed</b>		
<b>Regular Employment</b> Paid Monthly	<ul style="list-style-type: none"> <li>• Most current month's paystub</li> <li>• Letter from employer</li> <li>• Most recent tax return if no changes to current income</li> </ul>	On letterhead or notarized including gross earnings, hourly pay, average hours worked. Can be obtained from the IRS at 800-829-1040
<b>Regular Employment</b> Paid twice monthly or biweekly	<ul style="list-style-type: none"> <li>• Most current month's paystub(2)</li> <li>• Letter from employer</li> <li>• Most recent tax return if no changes to current income</li> </ul>	Same as above
<b>Regular Employment</b> Paid weekly	<ul style="list-style-type: none"> <li>• Most current month's paystub(4)</li> <li>• Letter from employer</li> <li>• Most recent tax return if no changes to current income</li> </ul>	Same as above
<b>Irregular Employment</b> (hourly or seasonal)	<ul style="list-style-type: none"> <li>• Current two month's paystubs</li> <li>• Letter from employer</li> </ul>	<ul style="list-style-type: none"> <li>• If income varies month to month, may need last 3 months of paystubs</li> <li>• Tax return may supplement paystubs if income is the same</li> <li>• If no paystubs are available, a letter from employer on letterhead stating monthly gross pay</li> </ul>
<b>Self-Employed</b>	<ul style="list-style-type: none"> <li>• Most current tax return with Schedule C</li> </ul>	May need food and shelter letter or self-declaration letter if income is below personal expenses
<b>Unemployed</b>		
Receiving unemployment benefits	<ul style="list-style-type: none"> <li>• Benefits award letter from Employment Commission</li> <li>• Copy of checks or bank statement showing deposit from prior month</li> </ul>	Letter can be obtained by calling 804-786-1485
Not receiving unemployment benefits	Signed Statement of Unemployment Form	
Living with someone providing food, shelter and other expenses	<ul style="list-style-type: none"> <li>• Notarized letter from supporter</li> <li>• If from church or other organization must be on letterhead and doesn't need notary</li> </ul>	
Disability	Benefits award letter from Social Security or private insurance company	Letter can be obtained by calling 800-772-1213 or 804-934-4570 or www.ssa.gov
Retirement benefits	Benefits award letter from Social Security or private company	
<b>Additional Income Sources</b>		
Alimony	Copy of court order or check or self-declaration letter if money is paid in cash	
Child Support	Copy of court order or check or self-declaration letter if money is paid in cash	
<b>The patient needs to provide <u>proof of each type of income</u> that each family member receives. The patient needs to provide proof of all income before he/she is eligible to receive services from Access Now or Community Pharmacy.</b>		