

Proof of Income

INCOME SOURCE (document all sources)	DOCUMENTATION OPTIONS	NOTES
Food Stamps, General Relief, HUD Assistance (rent vouchers)	Award letter from Social Services or Section 8 Housing	<ul style="list-style-type: none"> If no income is received - this is the only documentation needed. If income <u>IS</u> received, please provide proof from the list below
Employed		
Regular Employment Paid Monthly	<ul style="list-style-type: none"> Most current month's paystub Letter from employer Most recent tax return if no changes to current income 	On letterhead or notarized including gross earnings, hourly pay, average hours worked. Can be obtained from the IRS at 800-829-1040
Regular Employment Paid twice monthly or biweekly	<ul style="list-style-type: none"> Most current month's paystub(2) Letter from employer Most recent tax return if no changes to current income 	Same as above
Regular Employment Paid weekly	<ul style="list-style-type: none"> Most current month's paystub(4) Letter from employer Most recent tax return if no changes to current income 	Same as above
Irregular Employment (hourly or seasonal)	<ul style="list-style-type: none"> Current two month's paystubs Letter from employer 	<ul style="list-style-type: none"> If income varies month to month, may need last 3 months of paystubs Tax return may supplement paystubs if income is the same If no paystubs are available, a letter from employer on letterhead stating monthly gross pay
Self-Employed	<ul style="list-style-type: none"> Most current tax return with Schedule C 	May need food and shelter letter or self-declaration letter if income is below personal expenses
Unemployed		
Receiving unemployment benefits	<ul style="list-style-type: none"> Benefits award letter from Employment Commission Copy of checks or bank statement showing deposit from prior month 	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"> Notarized letter from supporter If from church or other organization must be on letterhead and doesn't need notary 	
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	
Additional Income Sources		
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	
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.		