# Proof of Income

<table>
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<th>INCOME SOURCE (document all sources)</th>
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| Food Stamps, General Relief, HUD Assistance (rent vouchers) | Award letter from Social Services or Section 8 Housing | • If no income is received - this is the only documentation needed.  
• If income IS received, please provide proof from the list below |

## Employed

### Regular Employment

| Paid Monthly | • 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 |
| Paid twice monthly or biweekly | • Most current month's paystub(2)  
• Letter from employer  
• Most recent tax return if no changes to current income | Same as above |
| Paid weekly | • 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) | • Current two month’s paystubs  
• Letter from employer | • 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

| • 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 | • 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 | • 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 proof of each type of income 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.