

**Proof of Income Provided**

<b>INCOME SOURCE</b> (Document all sources)	<b>DOCUMENTATION OPTIONS</b>	<b>NOTES</b>
<b>Food Stamps, General Relief, HUD Assistance (rent vouchers)</b>	Award letter from Social Services or Section 8 Housing	<b>This is the only income documentation needed!</b>
<b>Employed</b>		
<b>Regular</b> (consistent each payday)		
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 1-800-829-1040
Paid twice monthly or biweekly	Most current month's paystubs (2) Letter from employer Most current tax return if no changes	See above See above
Paid weekly	Most current month's paystubs (4) Letter from employer Most current tax return if no changes	See above See above
<b>Irregular</b> (hourly or seasonal)	Current two months' paystubs  Letter from employer	If income varies month to month, may need last 3 months' 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
<b>Self- Employed</b>	Most current tax return with Schedule C	May need food and shelter letter or self-declaration letter if income is below personal expenses
<b>Unemployed</b>		
Receiving unemployment benefits	Benefits award letter from the Unemployment Commission Copy of checks or bank statement showing deposit from prior month	Can get a copy of the letter from 804-786-1485.
Not receiving unemployment benefits	Signed Statement of Unemployment form	Needs to state how they are currently living with no income, e.g. food and shelter letter or self-declaration letter.
Living with someone providing food, shelter, 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	Can get SSI letter from Social Security by calling 800-772-1213 or 804-934-4570 or through <a href="http://www.ssa.gov">www.ssa.gov</a>
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.	

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.