

# **WHAT TO BRING WITH YOU FOR YOUR APPOINTMENT**

If any of the following items pertain to you or anyone listed in your household please bring the below requested documentation in the date of your scheduled appointment.

**EMPLOYMENT:** If you are employed then I need (6) consecutive pay stubs and they must be recent. If you can access these through an online website then I can pull them up the date of your appointment. If you have just started working and do not have (6) pay stubs yet, then I will need your employer's name and fax number or email address in order to send off necessary verification.

**UNEMPLOYMENT:** If you are receiving unemployment benefits then you will either need to bring in a current printout of your weekly benefit amount or know your PIN number to access online.

**SOCIAL SECURITY BENEFITS:** If you are receiving Social Security Benefits (SSI, SS, etc.) then bring in a recent letter dated within the last 60 days showing your awarded amount. If you do not have a recent letter then you can contact the Social Security Office at 1-800-772-1213 and request them mail it to you.

**CHILD SUPPORT:** If you are receiving court ordered child support then you will need to provide us a printout of payments for the last (6) months. If the child support payment is coming directly from the parent then you can bring in a notarized statement from them showing the monthly amount that they pay. It needs to be signed by them with their contact information listed (mailing address & phone number).

**ZERO INCOME:** If you claim no income then you will be responsible for completing a zero income checklist. If a friend/family member is assisting you monthly with your expenses then I will need their name and correct mailing address.

**FAMILY ASSISTANCE:** If you are receiving Family Assistance then you need to request a recent printout from DHR showing your current monthly benefit amount.

**FOOD STAMPS:** If you are receiving Food Stamps then you need to bring in a recent statement from DHR showing your monthly benefit and also listing all household members listed on food stamp case.

**BANK ACCOUNT:** You will need to bring in current bank statement(s) for all adult members who have a checking and/or savings account.

**MEDICAL EXPENSES:** For anyone elderly (over the age of 62) or disabled then we can deduct your out-of-pocket medical expenses for the past 12 months. So bring in printouts from you doctor(s) and pharmacy of what you have paid out in medical expenses over the past year.

If you fail to provide our office with any of the above listed items at your appointment then you will have an extension of (2) weeks to bring in all documentation that you may be lacking.

If you have any questions please contact our office at (256) 845-0424 extension 22.