



SLIDING FEE PROGRAM

Requirements & Required Documentation Checklist

As you gather the required documentation, place a checkmark in the box to keep track of what you have and what you still need to acquire.

All patients are required to pay deductibles, copays, coinsurance, and any previous outstanding balances **before being seen**. If you are unable to pay, **please call before your visit to set up payment arrangements**.

Please provide proof of all household income (adults and children) with your application before it is returned to us. Without the income proof, your application **will not** be processed. It will be sent back to you resulting in approval delay. Also, include your **full legal** name, date of birth, and SSN.

Ways to Provide Proof of Income

If anyone in your household draws Social Security, SSI check(s), or a VA check, you must include **one (1)** of the following with your application.

- If direct deposit**, provide a copy of your **most recent** bank statement showing **US TREASURY** and the amount deposited. (If your bank statement is not included, your application **will not** be processed.)
- If Social Security**, include the award letter you received showing what you will receive each month for the upcoming year. (The 1099 you receive for your income taxes **does not qualify** as income proof.)
- If you draw a pension check**, include one (1) recent stub for proof of the amount.
- If you receive unemployment benefits**, provide a copy of your award letter.

If **employed** and are paid...

- weekly**, include four (4) recent check stubs.
- bi-weekly**, include two (2) recent check stubs.
- monthly**, include one (1) recent check stub.

If **employed**, but do not have check stubs or are paid in cash...

- have your employer/payroll department fill out the **Verification of Earnings Form** at the bottom of the last page of the application.

If **self-employed** and were self-employed last year, include the following from your **previous year's tax return**...

- page 1
- page 2
- schedule C (Profit/Loss page)

If **none of the above** applies to you and someone is helping you with bills and expenses...

- have them fill out the **Support Form** as your proof of income.

Be sure to...

- sign the application** at the left bottom corner of the first page.

If you have any questions, call our Sliding Fee department at **662-651-4637 opt 4**.