



Thank you for reaching out. We want to make the process as easy as possible for you. Please be sure to bring in **ALL** of the following supporting documents to apply for financial assistance and expedite the process.

- FULLY completed Financial Assistance form
  - Signed application
  - Signed Release of Information
  - Budget worksheet that includes income and monthly expenses
- Government Issued ID (not expired)
- Proof of income (Most recent, 1 month)
  - Paycheck stubs for all adults in the household requesting assistance
  - Social security, disability, unemployment, other income
- Bank statements for both checking and savings accounts (Most recent, 2 months)

**Don't forget, bring in the following documentation for the type of assistance you are requesting:**

#### **Housing/Rent/Mortgage Assistance**

- Past due bill or most recent statement
- Lease (if renting)
- Landlord/Property Mgmt. information OR Mortgage Company information (name, full address, phone number, email address)

#### **Medical/Prescription/Healthcare Assistance**

- Past due bill
- Doctor/Pharmacy/Hospital/Therapist information (name, full address, phone number, email address)

#### **Utility Assistance**

- Past due bill or most recent statement
- Signed release of information form if applying for Xcel Energy Assistance
- LEAP application approval or denial letter

#### **Other**

- Documentation of emergent financial need (ex: past due bill, quote, statement, letter, etc.)
- Relevant payer/provider information (name, full address, phone number, email address)

**Once all documentation is turned in, our office will follow up with you within 2 business days.**