

Income Documentation Checklist

Please include one of the following for each member over the age of 18:

Tax Return	
W-2	
Two Recent Paystubs	
Zero Income Affidavit	

Please include documentation for ALL that are applicable:

Social Security	
Pension/Veterans' Benefit	
Unemployment Compensation	
Alimony	
Child Support	
Rental Income	
Interest/Dividends	

NOTE: To comply with federal regulations, in order to give you a discount on medical services, it is necessary for us to ask some personal questions. Information will be kept in strict confidence.

If after-tax checks are used as proof of income, 36.5% will be added to the total to account for the difference between gross and net income. Your annual income and your household size will be used to calculate your discount.

A \$25.00 nominal fee will be due at the time of each visit regardless of sliding fee eligibility.

I, the undersigned, agree that RHCI may contact each source of income for all persons working in the above-mentioned household. I also agree to notify the clinic within thirty (30) days if any change in financial status.

I understand that verification of income is **mandatory**. I understand and agree that services will only be discounted after the appropriate means of proof of income is provided. I understand it is necessary to reapply and update financial and/or household member and financial status at least annually to ensure RHCI maintains updated information.

I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, any sliding fee discount. I acknowledge that it is my duty, in a timely fashion, to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate.

Applicant's Signature

Date

****Proof of income MUST accompany application.
Application will not be processed without documents****