

Membership and Program Assistance Checklist

Thank you for your interest in Deaconess Aquatic Center's Financial Assistance Program! Please review the checklist for paperwork to submit with your application. You do not have to supply every income type listed. Only those that relate to your circumstances must be turned in. Our Front Desk staff will gladly make copies of your documents and attach them to your application for confidential submission.

- **Payroll Verification, for any employed adult in the household:**
 - 2 most recent paycheck stubs OR
 - Most current 1040 or comparable federal tax form OR
 - Statement by employer on company letterhead stating wages and hours worked
- **If Unemployed (for all unemployed adults in household):**
 - If you are not required to file taxes, please present a statement of non-filing, which can be obtained for free by calling 1-800-829-1040. You may also request verification of non-filing statements by visiting <http://www.irs.gov> and clicking on "Order a Tax Return or Account Transcripts."
- **Public Assistance, i.e. food stamps, Section 8/housing assistance, other:**
 - Notice of Decision [with name(s) of eligible person(s) and award amount] OR
 - Monthly award letter OR
 - Disbursement History statement OR
 - Bank statement showing deposit amount OR
 - Other documentation from County
- **Disability, Pension, Social Security, SSI, Veteran's Benefits, Workers' Compensation, Unemployment, 401K/Retirement Funds:**
 - Letter from Social Security or appropriate office OR
 - Notice of Decision [with name(s) of eligible person(s) and income amount] OR
 - SSA-1099 or comparable form OR
 - Bank statement showing deposit amount
- **Alimony, Child Support, or Stipend for Guardianship (if received not paid):**
 - Copy of checks received or bank statement showing deposit amount OR
 - Printout from Child Support Office
- **Proof of Guardianship:**
 - Birth certificate or legal/medical/financial document showing guardianship (including child support) OR
 - Most current 1040 or comparable federal tax form
- **College Students:**
 - Letters from school showing all awards, scholarships, grants, loans and tuition cost
- **Persons Living in Shelters:**
 - Letter from caseworker/shelter employee stating individual circumstances