

**INSTRUCTIONS
For
APPLICATION FOR FINANCIAL ASSISTANCE**

PATIENT NAME: _____

Application Time Period: _____

You must provide Culpeper Regional Hospital with proof of income, bank statements and tax returns. The items you need to send or bring to us are listed below:

1. PROOF OF INCOME

- a. If you have worked in the last three months: You must provide proof of your total income for the last three months. This proof must show your total income for 13 weeks in a row. If you are married, you must provide proof of income for your spouse, as well. You may provide pay stubs or have your employer complete the attached “Wage Verification” form. (See b. below if you were self-employed) Both you and your spouse must also provide notarized letters listing all sources of income for the same three-month period. A sample letter is attached.
- b. If your only income was self-employed wages: You must provide a notarized letter stating that your only income in the past year was self-employed wages. The notarized letter must state the amount of your monthly income.
- c. If your only income was social security, disability, workers’ compensation, child support, alimony, or unemployment: You must submit a benefit letter or the same type of document. A notarized letter is also required stating there is no other income.
- d. If you have not worked in the last three months and have had no income: You must provide a notarized letter stating that you had no income. You must also provide a notarized letter from the person who has been supporting you. You must also provide documentation from Social Services. This document must show that you applied for assistance. You must submit a copy of the document showing approval or denial of benefits. **YOUR APPLICATION CANNOT BE PROCESSED WITHOUT THIS.**

2. BANK STATEMENTS

- a. If you have any bank accounts: You must provide statements for each account for the last three months. This includes checking and savings accounts.
- b. If you do not have any bank accounts: You must document this in the notarized letter you send us to meet the proof of income requirement. If you are married, this must be documented in your spouse’s notarized letter.

3. TAX RETURNS

- a. If you filed last year: You must provide last year’s tax return(s)
- b. If you did not file last year: You must document this in the notarized letter you send us to meet the proof of income requirement. If you are married, this must be documented in your spouse’s notarized letter.

4. REQUIREMENTS FOR SENDING DOCUMENTS

- a. Time to submit: Your proof of income, including notarized letters, bank statements, and tax returns must be provided within 14 days of your getting the application from us.
- b. Send together: All documents must be sent to us at the same time. If we do not receive all items as described, assistance will be denied.

You will receive a letter from us in three to four weeks of the time we get your documents. This letter will tell you if your application was approved or denied. You will continue to get statements until the review is completed. **DURING THE REVIEW PERIOD WE WILL NOT BE ABLE TO TELL YOU THE STATUS UNTIL THE REVIEW IS DONE.** We will send the letter to you as soon as we have the result.

If you have any questions, please call us. Financial Counselors are here to help you. The number to call is
(540) 829-4330