



FINANCIAL ASSISTANCE DOCUMENTATION CHECKLIST

To support your application, provide ALL of the required documents listed in GROUP A OR GROUP B.

PROVIDE ALL OF THE DOCUMENTS FROM GROUP A

GROUP A:

- ☐ Most recent Income Tax Return (W2 & Form 1040)
- ☐ Last 4 paycheck stubs or last 4 unemployment stubs
- ☐ A letter of consideration explaining which YMCA programs and dependents you are requesting assistance for, and any other important information regarding your circumstance or application, including if you are not able to provide any of the required documents.
- ☐ If applicable:
 - ☐ Free or reduced lunch award letter
 - ☐ Child support documentation
 - ☐ Social security statement
 - ☐ List of all income received from state or federal assistance (Child care, food, housing, etc.)
 - ☐ Proof of enrollment and current schedule if applying for a College Membership.

-OR- PROVIDE ALL OF THE DOCUMENTS FROM GROUP B

GROUP B:

- ☐ Notarized letter from current employer stating hours, wages and including employers contact information (Employer will be contacted).
- ☐ Current lease agreement or property tax bill or notarized letter from landlord including location of residence, monthly rental amount, landlord's name, address, and phone number (Landlord will be contacted).
- ☐ A letter of consideration explaining which YMCA programs and dependents you are requesting assistance for, and any other important information regarding your circumstance or application, including if you are not able to provide any of the required documents.
- ☐ If applicable:
 - ☐ Free or reduced lunch award letter
 - ☐ Child support documentation
 - ☐ Social security statement
 - ☐ List of all income received from state or federal assistance (Child care, food, housing, etc.)
 - ☐ Proof of enrollment and current schedule if applying for a College Membership.

SPECIAL CIRCUMSTANCES

REQUIRED ONLY IF YOU ARE NOT ABLE TO PROVIDE PROOF OF INCOME OR ADDRESS:

- ☐ A letter of recommendation from another local or state organization or agency confirming your participation in their services and why you should be considered eligible for assistance from the Y. Must be on the organization's official letterhead and include contact information.
- ☐ A letter of consideration explaining which YMCA programs and dependents you are requesting assistance for, and any other important information regarding your circumstance or application, including if you are not able to provide any of the required documents.

SUBMITTING YOUR DOCUMENTATION

Once you have completed your application and gathered all of your supporting documentation, you can mail or deliver them in-person to the Summit Area YMCA location you are applying to (see locations page for address and contact details) or submit your documents electronically at www.thesay.org/FAdocs.