



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 Tax Return Transcript (Visit www.irs.gov & select Get Your Tax Record)
- Most recent Wage & Income Transcript (W2) or Verification of Non-filing Letter (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
 - 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
 - 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 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've completed your application and gathered all of your documentation, you can mail or deliver them in-person to the Summit Area YMCA location you are applying to (see last page for address details). If you prefer to complete your application online, instructions will be provided on how to submit your documents electronically.



SUMMIT AREA YMCA

Locations, Contact & Local Notary Services information

LOCATIONS & CONTACT INFORMATION

BERKELEY HEIGHTS YMCA & BERKELEY HEIGHTS COMMUNITY POOL

Attn: Financial Assistance
59 Locust Avenue
Berkeley Heights, NJ 07922
(908)464-8373
Ask to speak to: Patty

SUMMIT YMCA & SPRINGFIELD COMMUNITY POOL

Attn: Financial Assistance
67 Maple Street
Summit, NJ 07901
(908)273-3330
Ask to speak to: Patty

THE LEARNING CIRCLE YMCA

Attn: Financial Assistance
95 Morris Avenue
Summit, NJ 07901
(908)273-7040
Ask to speak to: Marcia

Questions?

Please contact us.
We're here to help.



www.thesay.org/FA

LOCAL NOTARY SERVICES

SUMMIT PUBLIC LIBRARY

75 Maple Street
Summit, NJ 07901
(908)273-0350
www.summitlibrary.org/notary-public

- Free to Summit residents. \$1.00 charge per notarization for non-residents.
- Read the Guidelines online to ensure that your document is eligible for notary service by a Library Notary.
- Government issued photo identification is required.

BANK OF AMERICA

367 Springfield Avenue
Summit, NJ 07901
(908)522-8511
www.bankofamerica.com/signature-services/notary

- Available at no cost.
- Government issued photo identification is required.
- Appointment scheduling available online.

ARENAS MARKET

1 Ashwood Avenue
Summit, NJ 07901
(908)598-1999

- English & Spanish
- Witness signature \$5
- Create and prepare a simple document, witness the signature, sign and seal \$35

MAURICIO RODRIGUEZ

Mobile Notary
(908)531-9545
mauri3515@msn.com

- English & Spanish
- Witness signature \$5
- Create and prepare a simple document, witness the signature, sign and seal \$10
- If the document needs more details \$15+ and an extra \$5 to witness the signature, sign and seal