



# Checklist for a Complete Application

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**Please Note: An incomplete application cannot be processed and will delay your consideration for assistance**

## **Photocopies to Include With Your Application**

- Your **Insurance Card(s)** front and back
- If you have been working with a Reimbursement Support Agency, include a copy of your **Statement of Benefits**
- A **full** copy of both you **and** your spouses most recent **Checking Account Statement**
- Verification of Income** for you and your spouse
  - Signed Copy of your most recent US Federal Income Tax Return (IRS Form 1040, 1040A, 1040EZ) and **all Schedules**

**For Individuals who did not file an Income Tax Return last year, you must submit:**

- A copy of your most recent Social Security/Disability Award Letter, Benefit Statement or monthly check
- A copy of your most recent paycheck/pension stub
- A copy of your Unemployment Check or Benefit Notification

## **Make Sure That**

- All **Application Steps are completed** before mailing
- You are in contact with your Doctor to verify that he/she has completed the **Physician Verification form** and returned it
- You make a **photocopy of your completed application for your records**
- You **sign and date** the **Consent Information Page** found at the back of the Application