

*Veterans Service Commission
280 E Broad St, Room 100
Columbus, Ohio 43215
PHONE: 525-2500*

Name _____

FOR FINANCIAL ASSISTANCE PLEASE PROVIDE US WITH THE DOCUMENTS BELOW

- _____ Discharge Papers DD214 Form or letter of Honorable Service. Discharge certificate is not accepted. (If less than one year of active duty, you must produce a DD214.)
- _____ Marriage/Divorce Papers. If separated, spouse must furnish the veterans address and phone number for verification.
- _____ Birth Certificates/custody papers of children that live in the home.
- _____ Pay stubs or statement from employer on the amount of income for most recent **30 days** for anyone in the household. If you are paid weekly, the last 4 or 5 pay stubs. If you are paid bi-weekly, the last 2 or 3 pay stubs. **During the first 5 months of the year you will be required to furnish the prior year tax return.** The VBS may require additional income information based on your circumstances.
- _____ Need proof of how money was spent in the **last 30 days**. (Daily activity report from your bank for all accounts, money order stubs, checkbook ledger, and cash receipts, etc.) Note: Go back 30 days from the date you plan to come in our office.
- _____ Award letter from VA, Social Security, union or other income [Workers Compensation, Child Support, Veterans Affairs, Job and family Services (cash benefit only)].
- _____ Mortgage book, mortgage statement and the mortgage company address and telephone number of where you mail your payment.
- _____ Utility bills (must provide a copy of lease).
- _____ Copy of lease, statement from landlord on the amounts if behind on rent, address and telephone number of landlord. If Landlord IS NOT the owner furnish owner's name and telephone number.
- _____ Report from Physician to confirm being disabled or unable to work and if or when applicant can return to work.
- _____ Statement from employer (Status of employment, date started, date that you will start, when you will receive your first pay, pay rate, number of work days per week).
- _____ Police report for lost or stolen income.
- _____ W-9 (available on the web site)