

## **Financial Assistance Application Checklist**

Please include all of the required documents with your application to avoid any delay in processing. If you have applied for Financial Assistance in the past, you must submit new and current documentation with your application. We cannot use information from your previous applications.

- Sign and date the application**
- Current tax returns (state and federal) all pages include W-2s**
- Current pay stub.**
- Current Social Security Benefits Letter, Unemployment benefits, public assistance (SNAP, WIC, LIEAP), child support Documents.**
- 3 current bank statements both personal and business accounts.**
- Current Investment accounts – IRA, Pension, savings, CD's Stocks etc.**
- Current Profit and Loss: All self-employed Patients applying for financial assistance, (whether as sole proprietor, partner of a partnership, shareholder of a corporation, member of a limited liability company, etc.) must provide tax returns for that business that include all return schedules to support line item entries.**
- Current Balance Sheet, Cash Flow, and Profit and Loss statement for the past two (2) years** will also be required. If the business has been in existence for less than two (2) years, statements for the period of existence must be provided. Business assets such as vehicles and owned real and personal property are also considered as Family Assets based on the Patient's or Responsible Party's personal control of those assets.

If additional information and/or documentation are required, we will contact you in writing and you will have 30 days to provide the documentation requested. If the documentation is not received within those 30 days your application will be denied.

Once your application has been reviewed, you will receive notice by mail from the Financial Clearance Department with the final financial assistance determination.

For further questions regarding your application please contact the Financial Clearance Department at (406) 752-1767, Monday through Friday 7:30 am and 5:00 pm MST.

Sincerely,

Financial Clearance Department  
Kalispell Regional Healthcare  
310 Sunnyview Lane  
Kalispell, MT 59901