

## FINANCIAL ASSISTANCE APPLICATION AND INSTRUCTIONS

1. Complete the financial assistance application.
2. Include all monthly income and expenses in the spaces provided.
3. Provide proof of income, including:
  - a. Last 2 pay stubs AND most recent filed W-2;
  - b. Most Recent Tax Returns;
  - c. Attestation Letter;
  - d. Benefit awards letters or 1099 forms showing Social Security, Disability, Worker's Compensation, or Veteran's Administration benefits;
  - e. Copies of benefit award letters or 1099 forms showing Unemployment, Retirement\*, or Pension benefits;
  - f. Proof of Assets which include, but not limited to checking, savings, investments, holdings, and retirement accounts for most recent three months;
  - g. Verification of self-employment status and income received:
    1. Receipts from clients,
    2. Signed Federal income taxes form the most recent filing year which include the appropriate schedule showing income from self-employment, S-corp, or other such entity.
4. Sign the financial assistance application.

If you have no income, you will need to provide an explanation for how you meet your daily living expenses.

\*If you have questions or need assistance completing this application, please call (270) 689-6500 or visit the Administration Office, located at 1100 Walnut St. Owensboro KY 42301, Monday through Friday, 8:00 a.m. to 5:00 p.m. Or you can email Mike Mountain-CFO at [cfo@rvbh.com](mailto:cfo@rvbh.com).

Mail the completed application and documents to:

River Valley Behavioral Health  
PO Box 1637  
Owensboro, KY 42302  
Attn: Financial Department

Once we have received all of the information and documentation requested, we will make and notify you by mail of your eligibility for participation in the Financial Assistance Program within 30 days.