Dear Patient/Guarantor:

In addition to completing the Inova Financial Assistance application, you will need to provide proof of your income and residency. Note that certain documents can be used for both income and residency documentation.

### Income Documentation

- Proof of Family Income - Spouse or Domestic Partner income is needed
  
  Must include at least one (1) of the following documents:
  
  - Two Recent Paystubs
  - Most Recent Federal Income Tax Return
  - Monthly Bank Statement with Applicant's Name and Current Address (Must be issued by a bank within the last 30 days reflecting deposits)
  - Notarized Verification of Employment (Form/Letter completed By Employer)
  - Notarized Verification of Support (Form/Letter completed by Spouse/Partner/Self-Declaration)
  - Government Assistance Program/Public Assistance Benefit Letter
  - Social Security Benefit Letter
  - I20 Form (International Students)
  - Pension/Retirement Income
  - Survivor Benefits
  - Unemployment Compensation
  - Interest Dividends/Royalties/Income from Estate/Trust
  - Education/Tuition Assistance Documentation
  - Alimony/Child Support Documentation
  - Ambassador Status Verification on Embassy Letterhead
  - Third-Party Income Verification (Home Lease, Purchase Application, Automobile Lease, Loan Application, etc.)

### Residency Documentation

- Proof of 30 days residency within the Inova Service Area
  
  Must include at least one (1) of the following documents:
  
  - Valid Virginia Issued Driver License or Identification Card (Must be issued at least 30 Days prior to date of service)
  - Most Recent Federal Income/State Income Tax Return (**Instructions Below**)
  - Monthly Bank Statement with Applicant's Name and Current Address (Must be issued at least 30 Days prior to date of service)
  - Notarized Verification of Residency (Form/Letter completed by Landlord)
  - Utility Bill (Gas, Electric, Sewer, Water, Cable etc.) with Applicant's Name and Current Address (Must be issued at least 30 Days prior to Date of Service)
  - Current Auto Insurance Policy or Home Insurance Policy Bill with Applicant's Name and Current Address
  - Lease Agreement
  - Virginia Voter Registration Card
  - Receipt for personal property taxes or real estate taxes paid within the last year to the Commonwealth of Virginia or a Virginia locality
  - Virginia Department of Education Certificate of Enrollment form
  - Certified copy of school records/transcripts issued by a school accredited by a U.S. state jurisdiction or territory
  - DMV Records
  - Immigration Residency Certification Document
  - W2

### Multi-Use Documentation

- The following items can be used as proof of income and residency in one document:
  
  - Most Recent Federal Income Tax Return (**Instructions Below**)
  - Monthly Bank Statement with Applicant’s Name and Current Address (Must be issued by a bank within the last 30 days)
  - Notarized Verification of Support (Form/Letter completed by Spouse/Partner/Self-Declaration)

Failure to submit the requested documents will result in the DENIAL of your application, leaving you responsible for the entire balance. For any question or if you need more time to gather the documents requested, please call 571-472-5880. If you prefer to send the verifications via fax, please fax to 571-665-6895.

**Tax Return – When submitting taxes completed by a firm or business please submit full document with date and signature. When submitting self-prepared taxes, please submit full documentation signed and dated.**

Once verifications of income, residency and family size are received, please allow 30 days for processing.

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**IMPORTANT!**

**Mail-Only**

Patient Financial Services  
8095 Innovation Park Drive, Fairfax VA 22031  
Not Accepting Patient Walk-Ins at this Location

**In-Person Assistance Drop-Box Location**

Inova Partnership for Healthier Communities  
2700 Prosperity Avenue #280, Fairfax VA 22042  
Office Hours: M-F 8:30 am – 12:00 pm

**Services Offered:**

New Application Drop off, Required Documentation, Financial Assistance Inquiries and Notary Services