



DOCUMENT CHECKLIST

(Applications will not be processed without required documents)

Required Documents (ALL MUST BE CHECKED)

☐ **Member** eligibility & application

- Must be filled out by union representative & member

☐ **Self attestation form for financial hardship**

☐ **Vendor bill or statement** *(with account number when applicable)*

- Rent or mortgage statement
- Utility bill (electric, gas, water)
- Medical bill or statement
- Other supporting documentation

☐ **Photo ID**

- State ID, driver's license, or passport

☐ **Proof of Address**

- Utility bill, lease agreement, or mortgage statement

☐ **Signed W-9 (Vendor)**

- Required for grant payment processing
 - Provide list of vendors UWRI already works with if not on the list, member must get W9 signed by vendor and union member verify the information.
 - If landlord files as a "Sole Proprietor" a copy of their ID is needed
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FOR ADMINISTRATIVE USE ONLY

Eligibility reviewed by: _____ Date: _____

Notes: _____
