

## SLIDING FEE SCALE APPLICATION INSTRUCTION SHEET

The Sliding Fee Scale may give you a discount on services at NorthLakes Community Clinic.

- **Completed sliding fee scale application and proof of income is required to determine your eligibility for the Sliding Fee Scale Program.**
- **All information provided will be kept confidential.**
- **If you have private insurance, your normal co-pays still apply.**

**STEP 1:** Complete Sliding Fee Scale Application

**STEP 2:** Sign the bottom of the Sliding Fee Scale Application

**STEP 3:** Submit proof of ALL income for ALL household members over the age of 18.  
Applications may be denied if not received by the return date on the application.

### Accepted documents for proof of income:

- Most current 1040 tax form (*preferred*)
- W-2's
- 3 months of most recent paystubs
- Award letters from Social Security or Pensions, Annuities, Trust funds
- Orders for received Child Support or Alimony
- 3 months of most current Unemployment statements or check stubs

### If you cannot provide any of the above, please include:

- Payroll & Earnings Verification Statement (NL-Form 617)
- Last 3 months bank statements showing income deposits

### If you have no income:

- Self-Declaration of No Income Form (NL-Form 613)

**STEP 4:** Include your proofs of income with your Sliding Fee Scale Application and mail or drop off at any one of our NorthLakes locations.

**Within 30 days, you will receive notice of your Sliding Fee eligibility.**