

**UAB Benevolent Fund
Employee Emergency Assistance Program
Interview Documents**

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The committee requests documentation of all income coming into the home, all expenses going out of the home and how the hardship has impacted the household finances. They also require current checking and savings account balances. This documentation should be brought to the interview. This includes the following types of information:

1. Official documentation of the incident which has created the financial hardship. For example:

- Physician's statement (including dates unable to work)
- Medical bills, co-pays for doctor's visits and prescriptions
- Accident report
- Police or fire report
- Death certificate
- Legal documentation of divorce proceedings
- Any pay stubs that document loss of income due to hardship
- Leave time balances or statement that you are not eligible for leave time benefits

2. Documentation of monthly income for all members of the household who receive any type of Income. For example:

- Most recent pay stubs from UAB (showing regular pay)
- Most recent pay stubs from 2nd job or for others in the home
- Self employment taxes or tax returns for self employed
- Child Support
- Alimony
- SSI/Disability
- Pension
- Unemployment
- Other Income

3. Documentation of all monthly expenses including the following:

- Lease or Mortgage Payment Coupon/Statement
- Utility Bills (power, gas, water, phone, cable, garbage, etc. paid or not)
- Car Payment Coupon/Statement
- Insurances (i.e. Car, Life, Rental or Mortgage, etc.)
- Child Care Expenses
- Loans (student/educational, personal, property, etc.)
- Credit Cards
- Tuition or other school expenses
- Other Regularly Paid Bills

4. Current family resources such as Checking/savings account statements. For example:

- Checking account statement for past 30 days
- Savings account statement for past 30 days