

## APPROVED DOCUMENT LIST

The University of Texas Medical Branch can review and consider household financial income for possible discounted services. Qualification for the discount depends on a number of things-your employment, your total income, and the number of dependents you have. To apply for a discount program, you must provide certain documents from each category from the list below. For more information, please visit UTMB Website [www.utmb.edu/financialcounseling](http://www.utmb.edu/financialcounseling)

### PROOFS

#### **I. IDENTITY: (BRING ONE)**

- Texas Driver's License
- Texas I.D.Card
- Employee Badge (with picture)
- Alien Registration Card or Resident Visa
- Passport
- Student I.D. Card (with picture)
- Military I.D. Card (with picture)
- Galveston County Health Access I.D. Card (with picture)

#### **II. RESIDENCY: (BRING TWO)**

- Current Texas Driver's License
- Current Utility Bill showing name and address, or utility receipt with name and address
- Current Medicaid Letter
- Current Social Security Award Letter, Check or current printout
- Current School Records verifying address
- Current Billing Statement or business mail from State/County/City
- Current Rent Receipt or Lease Agreement which indicates address
- If you are living with a relative or friend, you must have a notarized letter stating such, along with any proof of residence listed above. The acceptable UTMB letter for notarization can be printed from [www.utmb.edu/financialcounseling](http://www.utmb.edu/financialcounseling) or obtained from Financial Counseling
- Voters Registration Card
- Vehicle Registration

#### **III. DEPENDENTS (INCLUDING SPOUSE AS A DEPENDENT):**

- Current Medicaid Eligibility Letter
- Social Security Card(s)
- Birth Certificate(s)
- Prior Year Income Tax Return
- Custody Records or Legal Guardianship documents
- School Records
- Any Reasonable Document which shows the parent (guardian) -child relationship

#### **IV. INCOME: (BRING ALL THAT APPLY) – Gross Income Amount must be submitted**

- Four(4)most recent (consecutive) paycheck stubs, two(2)stubs if paid biweekly; one(1) stub if paid monthly showing Gross Income Amount
- Trusts, dividends, interest income by providing document with Gross Income Amount
- Current Retirement Income Checks stub(s)
- Current Social Security Award letter for both spouses and any children
- Current Letter from employer on company letterhead (only if paid in cash)
- Employee Verification Letter (Form letter that UTMB provides for employer completion)
- Current Veterans Administration Award Letter(s)
- Current Child Support Statement (stub(s) or Divorce Decree
- Current Documentation from the Texas Employment Commission- if not employed
- Current Proof of Direct Deposit of Fixed Income by providing document with Gross Income Amount
- Current Self Employed Only-previous year 1040 Income Tax Form with all attachments (Verified with IRS transcript copy, **see below**)\*
- Current TANF/Medicaid Check Copy or Award Letter or Food Stamp Award Letter
- Current Letter of support from civic organization, church group or other organization on organization's letterhead.
- Current Notarized letter of support if unemployed/have no source of income and living with a relative or friend. The acceptable UTMB letter for notarization can be printed from [www.utmb.edu/financialcounseling](http://www.utmb.edu/financialcounseling) or obtained from Financial Counseling
- Current Bank Statement if living off savings and no other source of income by providing three most recent bank statements
- Alimony or spousal support income

#### **V. INSURANCE OR THIRD PARTY COVERAGE: (IF APPLICABLE)**

- Copy of Insurance Card (front/back)  
Shows: Insurance Company's Name; Address; Policy Number; Certificate Number
- Medicare Identification Card
- Letter/Card from County Indigent Health Program
- Medicaid Identification Letter (current month)
- Medicaid Denial Letter
- County Indigent Health Program Denial Letter

#### **VI. RESOURCE/ASSET INFORMATION (in addition to above documents)- including but not limited to:**

- Most Recent Income Tax (For self employed individuals, see below\*). If you did not submit income tax for the most recent year, it will be necessary to get a statement from the IRS via the same method as the IRS Transcript to confirm.
- Most current Profit and Loss Statements (at least one quarter) for Business Owners
- Most Recent Income Tax of Business if applicant owns more than 5% of Partnership or Corporation.
- Three most recent statements for each checking account, savings account, mutual fund/money market accounts, IRA accounts, Certificate of Deposit accounts (CDs), and any other security accounts or investments accounts
- Three most recent (or quarterly) statements for Stocks, bonds, etc.
- County appraisal documents for all real property excluding homestead. Finance documents with loan or mortgage balance to determine equity value
- Value of Oil Leases
- Cash Value Life Insurance Policies
- All motor vehicle information, including cars, trucks, RV's, motorcycles, boats, and aircraft that are in your household

**Please bring these documents with you. The Financial Counselor will help you apply for any State funded programs for which you might qualify. If you have any questions about this procedure, please address a letter to:**

**UTMB # (409) 772-6464 Fax # (409) 747-4770  
Admitting Services - Financial Counseling  
301 University Blvd. Rt. 0309  
Galveston, Texas 77555-0309**

**DISC.PROOF – 10/07**

\*For self employed individuals only, if IRS return not prepared by a professional preparer with a Tax ID number indicated on form, you must provide an official return transcript obtained from the Internal Revenue Service Office 1-800-829-1040 or see the IRS website for details (Form 4506-T) <http://www.irs.gov/faqs/faq1-6.html> This is a free service.

#### **IMPORTANT NOTICE!**

The items on this list are a guide that will fit most financial situations. Since each individual financial situation could be different, more specific documentation that is related to your personal financial situation could be requested in addition to the items on this list.