



Instructions for Completing Application for Financial Assistance

1. Fill out the application for financial assistance completely. If you do not complete the information the application will be returned to you.
2. Return the completed application and supporting documentation to:
Mail: Habersham Medical Center Application Drop Off: The Business Office at the Hospital
Attention: Financial Counselor Email: financialassistance@hcmcmcd.org
PO BOX 1629 Fax: 844-889-3545
Demorest, GA 30535

3. Attach a copy of all the following documents.

Required documents for all applications:

- A. Proof of household income. Accepted documentation is listed below.
 - A copy of the last 4 consecutive weeks of pay stubs. If no pay stub available, please provide a notarized letter from employer.
 - Current year W-2 and/or recent tax return.
 - Social Security Award Letter
 - Proof of workers compensation, sick leave, disability compensation, welfare, or social security retirement
 - If you have no income at this time, you must provide a notarized letter of support from the person(s), group, or agencies that have been helping you financially within the last 3 months. The letter must include date, signature, and how they have helped you (example: food, housing, utilities, etc.). We must have a phone number and a copy of their picture I.D. for verification purposes.
- B. Proof of residence (Must be one of the following)
 - Valid Georgia Driver's license
 - Georgia Identification card
 - Current utility bill
 - Lease or rent receipts showing evidence of county of residence
 - County property tax assessment
 - County food stamp letter
 - Voter registration card
- C. These additional documents, if applicable:
 - Alimony and/or child support court order or divorce decree
 - Verification of Pension, Retirement Income, or Trust
 - Verification of student status which is defined as a copy of current class schedule, registration information and a copy of student photo ID
 - Separation letter from your past employer and letter from Georgia department of labor specifying whether or not you are receiving unemployment benefits
 - If you have listed any children on your application that are not biological children, you must provide legal documentation of custody.

We will notify you by mail once your application has been processed. Some services may be excluded from this program. If you have any questions please contact HMC financial advisor at (706) 754-3113 ext. 1118