

GHCCM Client Intake Form

Patient Demographics:

Last Name	First Name	
Date of Birth	Social Security Number	
Street Address 1	Street 2	
City	State	Zip
Home Phone:	Work:	Cell Phone:
Emergency Contact	Relationship to patient	Phone No.

Household:

No. in Household counting yourself _____ No. of Children: _____

Patient:

Marital Status: Married Single Divorced Widowed Legally Separated Common Law Marriage

Race: Caucasian African-American Hispanic/Latino Asian Pakistan Other _____

Sex: Male Female Other _____

Citizenship: US Citizen US Resident

Highest Grade Completed _____

Employment: Are you currently employed? Yes No

Other Sources of Income: Do you have:

Child Support-	<input type="checkbox"/> Yes <input type="checkbox"/> No	Disability-	<input type="checkbox"/> Yes <input type="checkbox"/> No
Social Security-	<input type="checkbox"/> Yes <input type="checkbox"/> No	Unemployment -	<input type="checkbox"/> Yes <input type="checkbox"/> No
Retirement-	<input type="checkbox"/> Yes <input type="checkbox"/> No	Self-Employment-	<input type="checkbox"/> Yes <input type="checkbox"/> No
Food Stamps -	<input type="checkbox"/> Yes <input type="checkbox"/> No	Alimony -	<input type="checkbox"/> Yes <input type="checkbox"/> No

Insurance: Are you Uninsured? Yes No

Do you have: Medicaid - Yes No Family Planning Medicaid - Yes No VA Benefits- Yes No

Private Insurance- Yes No

Attachments: Photo ID Proof of Address Contribution toward Expenses form if without income
 Zero Income Verification of Income Self Employment form Non File form (4506-T) Tax form (1040)
 Plan to file taxes Homeless Status Medicaid Denial Document

	Patient	Spouse/Partner	Child	Child	Child	Child
Name						
Date of Birth						
Wages	\$	\$				
Child Support/ Alimony	\$	\$				
Disability	\$	\$				
Social Security	\$	\$				
Retirement	\$	\$				
Unemployment	\$	\$				
Food Stamps	\$	\$				
VA Benefits	\$	\$				
Self-Employment	\$	\$				
Contributions	\$	\$				
Total	\$	\$				
Combined Total	\$	\$				

Additional household members and income:

Attestation:

- I will notify Greater Hickory Cooperative Christian Ministries of any changes in insurance or household income within one (1) week of change.
- I attest that all statements recorded on this document are true and correct to the best of my knowledge. I authorize the review of my records by representatives of the pharmaceutical companies supplying my medication(s).
- I give my permission to GHCCM to obtain medications on my behalf through the Prescription Assistance Program. My signature on this form indicates my permission for GHCCM to sign the required forms for me.

Is the Patient: Eligible for Services
 Ineligible for Service
 Veteran or
 Other _____

Applicant's/Representative's Signature: _____ Date: _____

Intake Representative/Caseworker's Signature: _____ Date: _____

Notice on the Use of Social Security Numbers
(This is not an application)

If members of your family or household want to receive Food Assistance, Medicaid, Special Assistance or Work First Family Assistance benefits, they must provide Social Security Numbers. Only those who provide or apply for a SSN will receive benefits if otherwise eligible. Applications for Food Stamps and Work First Family Assistance benefits will not be delayed or denied if an individual in your family or household does not provide his or her Social Security Number. These family or household members may be required to answer other questions on the application related to the family's financial circumstances. This notice only applies to social security numbers.

- Any individual in your household who wants to receive assistance must furnish all social security numbers he has and uses.
- If an individual refuses to provide his social security number, he is ineligible for assistance for himself.
- If an individual in your family or household does not wish to receive benefits, he DOES NOT have to give his social security number. If he chooses to provide his social security number, it is strictly voluntary.

How will my Social Security Number be used?

- Social Security Administration (SSA),
- Internal Revenue Services (IRS),
- Employment Security Commission (ESC,
- Department of Transportation (DOT,
- Out-of-state welfare and ESC agencies, and
- Any other agencies, when applicable.

We will only use social security numbers to verify income and resources.

I have read and understand the statements on this form. By signing this, I agree to allow system matches on the social security numbers I provide.

Applicant's/Representative's Signature: _____
Date: _____

Verification Worker's/Caseworker's Signature: _____
Date: _____



Greater Hickory Cooperative Christian Ministry
31 1st Ave SE, Hickory, NC 28602
Phone: (828) 327-0979 Fax: (828) 327-9102
www.ccmhickory.org

Zero Income Information Sheet

Client's Name: _____ Chart # _____

1. How long have you been without income? _____
2. You are at zero income because? _____
3. Are you applying for disability? Yes No Explain the reason why you feel you are disabled:

4. How are your needs being met? Who pays your bills? _____

5. What is your plan to improve this situation? _____

Interviewer's comments: _____

Client's Signature: _____ Date ____ / ____ / ____

Interviewer's Signature: _____ Date ____ / ____ / ____



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Revised 4/202/20

Contribution towards Expenses/Living Situation

Support and / or services are provided to _____ (name) monthly by:

I verify that the following information is truthful and accurate. I provide the following (list all items or services you provide for this client each month and the estimated amount of money that is involved):

_____ Value \$ _____
_____ Value \$ _____

Print Name _____ Company/Business _____

Relationship to Client _____ Telephone Number _____

Signature: _____ Date ____ / ____ / ____

I verify that the following information is truthful and accurate. I provide the following (list all items or services you provide for this client each month and the estimated amount of money that is involved):

_____ Value \$ _____
_____ Value \$ _____

Print Name _____ Company/Business _____

Relationship to Client _____ Telephone Number _____

Signature: _____ Date ____ / ____ / ____



HOPE + HELP + HEALING

SELF EMPLOYMENT STATEMENT OF INCOME

Clients Name _____ Date _____ / _____ / _____

Description of type of work you do:

Do you work for yourself? Yes No

Do you work for other people? Yes No

Do you use work tickets or receipts? Yes No

(If yes, must provide the last 3 months)

Do you file income taxes? Yes No

List below the dates, jobs and earnings for the last three months.

DATE

Name/description of job

Amount earned

Total \$

I do hereby certify that the above information is true and accurate to the best of my knowledge and ability.

Clients signature: _____ Date / /

Revised



HOPE + HELP + HEALING

SELF-DECLARATION OF HOMELESS STATUS

I _____ declare that I currently do not have a residence.

I receive mail at (address) _____ (City) _____ (Zip) _____.
This address is used for mailing purposes only.

I am currently being seen and receiving homelessness services at these agencies in Catawba County:

I understand under penalty of fraud that this statement is true. If it is found that I am giving false or misleading statements, CCM reserved the right to decline or refuse services to me.

Signed (client) _____

Print Name _____

Intake representative _____

Revised _____

4506-T

Form (June 2019)

Department of the Treasury
Internal Revenue Service**Request for Transcript of Tax Return**

- Do not sign this form unless all applicable lines have been completed.
- Request may be rejected if the form is incomplete or illegible.
- For more information about Form 4506-T, visit www.irs.gov/form4506t.

OMB No. 1545-1872

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use Form 4506, Request for Copy of Tax Return. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)	
4 Previous address shown on the last return filed if different from line 3 (see instructions)	
5 Customer file number (if applicable) (see instructions)	

Note: Effective July 2019, the IRS will mail tax transcript requests only to your address of record. See **What's New under Future Developments on Page 2** for additional information.

6 **Transcript requested.** Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ►

- a **Return Transcript**, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days
- b **Account Transcript**, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days
- c **Record of Account**, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days
- 7 **Verification of Nonfiling**, which is proof from the IRS that you did not file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days
- 8 **Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript**. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2016, filed in 2017, will likely not be available from the IRS until 2018. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days

Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 **Year or period requested.** Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately. / / / / / / / / / /

Caution: Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. Note: This form must be received by IRS within 120 days of the signature date.

Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions.

Phone number of taxpayer on line 1a or 2a

**Sign
Here**

Signature (see instructions)	Date
Title (if line 1a above is a corporation, partnership, estate, or trust)	
Spouse's signature	Date

Section references are to the Internal Revenue Code unless otherwise noted.

Future Developments

For the latest information about Form 4506-T and its instructions, go to www.irs.gov/form4506T. Information about any recent developments affecting Form 4506-T (such as legislation enacted after we released it) will be posted on that page.

What's New. As part of its ongoing efforts to protect taxpayer data, the Internal Revenue Service announced that in July 2019, it will stop all third-party mailings of requested transcripts. After this date masked Tax Transcripts will only be mailed to the taxpayer's address of record.

If a third-party is unable to accept a Tax Transcript mailed to the taxpayer, they may either contract with an existing IVES participant or become an IVES participant themselves. For additional information about the IVES program, go to www.irs.gov and search IVES.

General Instructions

Caution: Do not sign this form unless all applicable lines have been completed.

Purpose of form. Use Form 4506-T to request tax return information. Taxpayers using a tax year beginning in one calendar year and ending in the following year (fiscal tax year) must file Form 4506-T to request a return transcript.

Note: If you are unsure of which type of transcript you need, request the Record of Account, as it provides the most detailed information.

Customer File Number. The transcripts provided by the IRS have been modified to protect taxpayers' privacy. Transcripts only display partial personal information, such as the last four digits of the taxpayer's Social Security Number. Full financial and tax information, such as wages and taxable income, are shown on the transcript.

An optional Customer File Number field is available to use when requesting a transcript. This number will print on the transcript. See Line 5 Instructions for specific requirements. The customer file number is an optional field and not required.

Tip. Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns.

Automated transcript request. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946.

Where to file. Mail or fax Form 4506-T to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

If you are requesting more than one transcript or other product and the chart below shows two different addresses, send your request to the address based on the address of your most recent return.

Chart for individual transcripts (Form 1040 series and Form W-2 and Form 1099)

If you filed an individual return and lived in: **Mail or fax to:**

Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address
Internal Revenue Service
RAIVS Team
Stop 6716 AUSC
Austin, TX 73301
855-587-9604

Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming
Internal Revenue Service
RAIVS Team
Stop 37106
Fresno, CA 93888
855-800-8105

Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia
Internal Revenue Service
RAIVS Team
Stop 6705 S-2
Kansas City, MO 64999
855-821-0094

Chart for all other transcripts

If you lived in or your business was in: **Mail or fax to:**

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, New Jersey, New Mexico, North Carolina, Ohio, Oklahoma, Oregon, Rhode Island, South Dakota, Tennessee, Texas, Utah, Virginia, Washington, West Virginia, Wisconsin, Wyoming, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 855-298-1145
Maine, Massachusetts, New Hampshire, New York, Pennsylvania, Vermont	Internal Revenue Service RAIVS Team Stop 6705 S-2 Kansas City, MO 64999 855-821-0094

Line 1b. Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) or your individual taxpayer identification number (ITIN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

Line 3. Enter your current address. If you use a P.O. box, include it on this line.

Line 4. Enter the address shown on the last return filed if different from the address entered on line 3.

Note: If the addresses on lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address. For a business address, file Form 8822-B, Change of Address or Responsible Party – Business.

Line 5b. Enter up to 10 numeric characters to create a unique customer file number that will appear on the transcript. The customer file number should not contain an SSN. Completion of this line is not required.

Note: If you use an SSN, name or combination of both, we will not input the information and the customer file number will reflect a generic entry of "9999999999" on the transcript.

Line 6. Enter only one tax form number per request.

Signature and date. Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. The IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected. Ensure that all applicable lines are completed before signing.



You must check the box in the signature area to acknowledge you have the authority to sign and request the information. The form will not be processed and returned to you if the box is unchecked.

Individuals. Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

Corporations. Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer. A bona fide shareholder of record owning 1 percent or more of the outstanding stock of the corporation may submit a Form 4506-T but must provide documentation to support the requester's right to receive the information.

Partnerships. Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

All others. See section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

Note: If you are Heir at law, Next of kin, or Beneficiary you must be able to establish a material interest in the estate or trust.

Documentation. For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the letters testamentary authorizing an individual to act for an estate.

Signature by a representative. A representative can sign Form 4506-T for a taxpayer only if the taxpayer has specifically delegated this authority to the representative on Form 2848, line 5. The representative must attach Form 2848 showing the delegation to Form 4506-T.

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. You are not required to request any transcript; if you do request a transcript, sections 6103 and 6109 and their regulations require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506-T will vary depending on individual circumstances. The estimated average time is: Learning about the law or the form, 10 min.; Preparing the form, 12 min.; and Copying, assembling, and sending the form to the IRS, 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-T simpler, we would be happy to hear from you. You can write to:

Internal Revenue Service
Tax Forms and Publications Division
1111 Constitution Ave. NW, IR-6526
Washington, DC 20224

Do not send the form to this address. Instead, see Where to file on this page.