



ATHENS - ELBERT - GREENE - WALTON
800 US HWY 29 N, Athens, GA 30601

fax (706) 425-3086

Reduced Work Hours

- Letter on employer letterhead stating the date the reduced hours began, the number of hours worked per week and a copy of your most recent pay stub as a result of the reduced hours.
- Copy of your last full time pay stub showing 2016/2017 income earned before the reduction.
- Written statement as to whatever the circumstances for the reduction in work hours.

Medical

- Copy of the itemized billing statement from your medical provider indicating medical expenses **paid out of pocket** by you in 2016/2017.

Separation/Divorce

- Copy of petitioner's 2016 W2s
- Copy of divorce petition or decree
- Letter from your attorney indicating the date of separation

Loss of Nontaxable Income

- Copy of nontaxable income source and date this source of nontaxable income will terminate or was terminated

One-time Income

(Inheritance, back year(s) Social Security payments, lump sum retirement, severance pay or IRA distribution)

- Written statement as to the source of income and how these funds were spent or invested and are not now available.

Death of Parent/Spouse

- Copy of death certificate

Marriage or Divorce

- Copy of Marriage License or Divorce Decree
- Copy of spouses IRS Tax Transcripts (if filed jointly, then W-2s will be needed to separate income)

Failure to provide complete and detailed information will delay the process and/or automatically deny your request.