

New Patient/Renewal - Paperwork Instructions

Dear Patient,

Please complete **ALL** of the forms enclosed in this package. PLEASE PRINT LEGIBLY on the form labeled **New Patient and Renewal Information**. There are 2 pages to this form please complete both.

Proof of Residency

We will also need a copy of your driver's license or identification card, a piece of mail that shows your address in Sangamon County.

I.D. & Social Security Card

We need a copy of your Identification Card or Driver's License and a copy of your Social Security Card.

Proof of Income

We will need a copy of the first page of your income tax return from last year showing total **gross** income **OR** copies of 2 pay-stubs, **OR** a copy of your unemployment letter. If you are married, you must also send proof of your spouse's income as stated above.

Bank Statements

We will need current copies of any bank accounts held in joint with a spouse or alone.

Tax Return

We need a copy of your most recent tax return **OR** a completed 4506-T non tax filing transcript

Please return all completed forms and proof of income and residency to:

CATCH Administrative Office
Attn: Michele Tucker
2040 Timberbrook Lane
Springfield, Illinois 62702

Until we receive all completed and correct forms we cannot process your application for enrollment.

After receiving all necessary documentation and completing a eligibility screening a CATCH ID card will be issued to you valid for one year.

Keep a copy of the Patient Responsibilities letter and the Cover letter which outline our program policies.

If you have any questions please call Michele Tucker at 217-726-5106.