



DOING THE
MOST GOOD

The Salvation Army
5193 Washington Street SW
Covington, GA 30014

The Salvation Army of Covington – ARPA (Newton County)
Financial Emergency Services Checklist

1. Completed Application

2. Copy of Applicant's Photo ID

3. Rent/Mortgage Verification Form (Rent or Mortgage)

4. W-9 (Private Landlords)

- a. The Application is included in this packet. Please complete highlighted sections and sign under *Applicant release signature.”
- b. You **MUST** be a resident of Newton County to be eligible for assistance.
- c. We are **ONLY** able to help in cases where you are **BEHIND** on your rental, mortgage, or utilities bill. If you are behind on both a rental or mortgage **AND** utilities bill, please include both statements.
- d. For rental and mortgage assistances, please complete the Rent/Mortgage Verification Form.
- e. For utilities assistance, please include a copy of your latest bill statement.
- f. For private landlords, please have them complete the W-9 document.
- g. Once the packet is completed, please drop it off to our Social Services department between the hours of 9:00am – 5:00pm, Monday through Thursday.
- h. You will be notified of any status changes via email within 5-10 business days.
- i. With any questions, please email christal.guthrie@uss.salvationarmy.org

* Applications will be reviewed on a first come, first serve basis.
There is no guarantee of approval by submission of application.



APPLICATION FOR ASSISTANCE

For ADMIN use only
DATE: _____
CHECK# _____

Project Share Project Hope EFSP United Way ARPA Other

Date _____ Name of Agency The Salvation Army of Covington

County Newton County Caseworker Christal Guthrie

Caseworker Share Code _____ Share Account # _____ Total Adults in household _____

Client Name _____ Last 4 SS# _____ Total Children in household _____

Street Address _____ City _____ State _____ ZIP _____

Telephone (____) _____ Date of Birth ____/____/____ Highest Level of Education: E HS CG PG

Client Email Address _____ Veteran: YES NO

Race: African American Caucasian Asian Native American Other _____

Ethnicity: Hispanic Non-Hispanic Marital Status: Single Married Divorced Widowed Other

Monthly Household Income _____ Income Sources _____

Dates & Amounts of TSA Assistance within Last 12 Months _____

Explanation of client's crisis, inability to pay bill, and plans for covering expenses in the future: _____

Check Payable to: _____ Acct# _____

Payment Address _____

City, State, ZIP _____

If vendor is an individual (rather than a Vendor company). Payee's SS# is required here. SS# _____

Amount of Bill \$ _____

Amount Approved to Pay \$ _____

Select Assistance Type:

- | | |
|--|--|
| <input type="checkbox"/> Utility – Georgia Power | <input type="checkbox"/> Housing Mortgage |
| <input type="checkbox"/> Utility – Other Electric | <input type="checkbox"/> Housing Rent |
| <input type="checkbox"/> Utility – Natural Gas | <input type="checkbox"/> Medical |
| <input type="checkbox"/> Utility – LP / Propane | <input type="checkbox"/> Other (explain) _____ |
| <input type="checkbox"/> Utility – Other Utility
(i.e. Water) | |

By signing, I certify that all information I provided is true, correct, and complete; and I authorize the above-named vendor and its employees to release information regarding my bill and payment history to The Salvation Army and its social service agencies for the purpose of establishing and verifying my eligibility for assistance.

Applicant Release Signature _____ (Date) _____

By signing, I certify that I have reasonably verified the information provided here is accurate; and I have obtained verbal consent from the client to share their information with the above-mentioned vendor.

Caseworker Signature _____ (Date) _____

*Attach all required documents based on your funding source. Ask client if they have natural gas for possible additional assistance.

6.8 **REDACTED** Rent Verification Form

(Fold this page below the dotted line and photocopy this form onto intake agency's letterhead)

The Salvation Army - REDACTED Rent Verification Form

I, _____, certify that _____
print landlord name print tenant name

rents a home from me at _____
street address of rental property

City, State, ZIP

The rent is \$ _____ each _____
week/month

The tenant's **past due** balance to date is \$ _____

Rent will be due again on this date: _____

Make check payable to: _____
Payment is normally received within 10-15 business days.

Mail check to: _____
Street address or P.O. Box

City, State, ZIP

Phone (_____) _____ *Tax ID or Social Security #: _____

*In cases where an individual (rather than a company) is to receive payment, the payee's Federal Tax ID or S.S. # number must be provided before The Salvation Army will issue a check. The payment must be reported to the IRS as income and a 1099 form will be issued to the payee in accordance with federal law as required by the IRS.

Landlord signature _____ Date _____

Signature verifies the landlord has reached an agreement with the tenant – including the anticipated payment from The Salvation Army – that will revoke or render unnecessary any eviction warrants or actions related to payments now due.

**Request for Taxpayer
 Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

Individual/sole proprietor C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, F=partnership) ▶

Other (see instructions) ▶

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

List account number(s) here (optional)

Requester's name and address (optional)

Exempt payee

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
Employer identification number								

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶ Date ▶

General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.