



REQUEST FORM

Badge # _____ Date _____

Cell Phone _____ Other Phone _____

Dept. _____ Bldg. _____ Hire Date _____

What bill(s) are you needing assistance with? (rent, car repair, Xcel Energy, City of Amarillo, etc.)

Description/Company _____ Amount _____

Description/Company _____ Amount _____

Description/Company _____ Amount _____

Please explain the emergency/circumstances that caused your need (use additional paper if needed)

Have you attended the *BCS Money Management Ideas* Training Class? ☐ Yes ☐ No

** Each request is held in the highest confidentiality.*

**Each request is considered on a case by case basis.*

**Failure to furnish supporting documents may cause your request to be delayed or denied.*

**Assistance depends on the funds available and is not guaranteed.*

***Age and gender of children living with you, for whom you have legal custody:**

1. _____ 2. _____ 3. _____ 4. _____

***Do any other individuals (over 18) live with you? If yes, check all that apply:**

☐ Spouse ☐ Father ☐ Mother ☐ Brother ☐ Sister ☐ Grandparent
☐ Uncle ☐ Aunt ☐ Cousin ☐ Other _____

***Are you currently receiving any type of assistance?** (Food Stamps, CCMS, HUD, Child Support, etc.)

☐ Yes ☐ No If yes: Type? _____ Amount _____

Monthly Family Income: Source #1 _____ Amount _____
(BCS job, 2nd job, spouse job, etc.)
Source #2 _____ Amount _____

List of monthly expenses:

Rent/Mortgage _____ Landlord Name & Phone _____

Bills: Electric _____ Gas _____ Water _____ Cell Phone _____ Cable/Internet _____

Other: Car _____ Car Ins. _____ Gas for car _____ Groceries _____

Childcare _____ Other _____

Important Documents The Committee May Need Along with Your Request Form

- ☐ Copies of your 2 most recent BCS paystubs
- ☐ Copy of bill, payment due, and/or price quote you're asking for help with – (if applicable)
- ☐ Receipt(s) of expenses you've already incurred – if these expenses caused the shortage of funds leading to this request – (if applicable)

***Please return this completed form – along with
supporting documents – to the Pastoral Care Office
in the BCS Corporate Building**

(someone will then contact you to follow-up on your request)