

BENEVOLENCE REQUEST VOUCHER

When a church assists church members or other individuals, the IRS requires the church to keep certain documentation and records on individuals the church has helped. This form should be filled out each time the church helps a person financially. This confidential form should be kept with the church's financial records

The church benevolence committee may provide emergency assistance to ensure that victims have the basic necessities such as food, clothing, housing, and transportation. **The preferred method of providing assistance will be to pay the applicant's needs directly to a business provider.** Assistance may also be provided in the form of vouchers for goods or services. The type of aid that is appropriate depends on the individual's needs and available resources.

Date: _____ Church: _____

Name of Applicant: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Description of Need: _____

Amount Requested: \$ _____

Has this person received assistance in the last twelve months: ___ No ___ Yes

If answer is Yes, please enter date and need _____

___ Give check to Applicant

___ Mail check to: _____

___ Other (describe): _____

Form Completed by: _____

Request Approved by:

___ Church Board

___ Benevolence Committee Members: _____

Date: _____ Amount Approved: \$ _____

___ **Issue voucher for goods or services**

___ **Issue Check Payable to (provide invoice or receipt):** _____

Request Denied by:

___ Church Board

___ Benevolence Committee Members: _____

Date: _____

Reason: _____

Applicants for financial assistance are awarded financial assistance based on financial need. Applicants are not granted financial assistance based on relationships between the applicant and church leaders or significant church contributors. The church does not discriminate applicants based upon race, color, sex, national origin, age, geographic territory, or disability.

For Treasurers Use Only:

Check # _____ Date Issued: _____ Treasurer's Signature: _____