



## Documenting Your Income

To apply for UNM Care or Out-of-County Care, you have to give us documents to prove your employment and income. One way to do this is to give us paycheck stubs. Here are two other ways to document your income if you can't provide pay stubs.

- You can ask your employer to provide a written statement (an employment verification letter) confirming your employment and income (page 2).
- You can declare your income using the attached Income Form (page 3).

For an employment verification letter you can give these instructions below to your employer.

Dear Letter Writer,

Thank you for providing a statement for me. Here are some instructions

- **You can use the sample Employment Verification Letter** on the next page. Copy the sample letter and paste it onto your agency's letterhead (if you have one), fill in the blanks and sign.
- **You can handwrite an Employment Verification Letter.** Use the sample letter on the next page as a guide to write your own letter. For handwritten letters or letters not on letterhead, also include a business card or similar document.
- All letters must include the date, writer's name, title, contact phone number and email, and signature.
- Letters can be given directly to the patient to submit or mailed to UNM Financial Assistance at 1131 University Blvd, Suite D, Albuquerque, NM 87102 or emailed to [financialassistance@salud.unm.edu](mailto:financialassistance@salud.unm.edu) or the email address for the patient's representative.
- If you have any questions, please call UNM Financial Assistance at 505 272-2521.



# Sample Employment Verification Letter

Date: \_\_\_\_\_

Please accept this letter as verification of \_\_\_\_\_'s current  
employee name

employment with \_\_\_\_\_.  
company name

\_\_\_\_\_ has worked with us since \_\_\_\_\_.  
employee name month/year

They are paid in the amount of \$\_\_\_\_\_ per (*circle one*) day, week, two weeks, month.

If you have any questions or need any additional information, please feel free to contact me at

\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company name

\_\_\_\_\_  
Phone number and/or email address

# Income Form (6-Month Average Income)

**Table 1. Cash Earned**

Money earned	Example	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Week 1	200.00						
Week 2	150.00						
Week 3	500.00						
Week 4	200.00						
Week 5	400.00						
<b>Total income each month</b>	<b>1,450.00</b>						

If you don't have **business** expenses, skip Tables 2 and 3.

**Table 2. Money Spent for Business Each Week**

Money spent	Example	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Week 1	0						
Week 2	0						
Week 3	150.00						
Week 4	0						
Week 5	30.00						
<b>Total spent each month</b>	<b>180.00</b>						

**Table 3. Income after Business Expenses**

To find your income after expenses, subtract **total business expenses** from **total income**

	Example	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Add Months 1 through 6
<b>Income after expenses</b>	1,450.00 - 180.00 <b>1,270.00</b>							<b>Sum =</b>

if you do have business expenses--

Divide the **sum** by 6. This is your 6-month average income \_\_\_\_\_.

If you don't have business expenses—

Add months 1 through 6 from the purple boxes in the bottom row of Table 1.

<b>Total income each month</b>							<b>Sum =</b>
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Divide the **sum** by 6. This is your 6-month average income \_\_\_\_\_.