



HARDSHIP ASSISTANCE REQUIRED DOCUMENTATION CHECKLIST

If you are requesting hardship assistance, please complete the fields below and provide documentation that best applies to your current situation to help us evaluate your request in a timely manner.

Member Information

Member Name: _____

Member Number: _____

Loan Number(s): _____

Best Contact Number: _____

Email Address: _____

Hardship Assistance Documentation Checklist

Loss of Employment or Reduction in Hours

- ☐ Letter from employer confirming job loss or reduction in hours
- ☐ Most recent pay stubs showing change in income
- ☐ Unemployment benefit documentation (if applicable)

Medical Hardship

- ☐ Medical documentation or hospital bills
- ☐ Statement showing loss of income due to illness or recovery period

Family or Caregiver Hardship

- ☐ Documentation showing dependent care responsibilities
- ☐ Proof of loss of household income (if applicable)

Natural Disaster or Emergency Expense

- ☐ Repair estimates, invoices, or insurance claims
- ☐ Receipts showing out-of-pocket emergency expenses

Other Circumstances

- ☐ Written explanation describing your current situation
- ☐ Any supporting documents that help us understand your hardship

Explanation of Hardship

Continued on the next page.

Please describe your current hardship below:

Once you’ve gathered the applicable documentation, please submit it along with this completed form to consumerloanservicing@velocitycommunity.org.

If you have any questions or need assistance, please don’t hesitate to contact us.