

## Benevolence Request Form

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.

\*Name of

Applicant \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Brief description of assistance requested:

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

Signature of Applicant \_\_\_\_\_

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Assistance granted or not granted:

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Relationship to the church members or church leaders:

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If the applicant was related, did the applicant receive special treatment?

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Benevolence Committee Members:

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