

CLIENT INTAKE CHECKLIST

Part I – Information required from all applicants

- Client Intake Form (attached)

- \$25 Non-Refundable Check Payable to the Parenting Support Center

Part II – Information required from all applicants requesting a reduced hourly rate

- Financial Affidavit (attached)

- Copies of your three most recent pay stubs

- Copies of your tax returns for the past three years (both federal and state if applicable)

Part III – Return the completed forms along with the \$25 application fee and required documents to the following address:

- Parenting Support Center
P.O. Box 21921
Portsmouth, N.H. 03802-1921