

**Welcome to Family & Community Service Consumer Credit Counseling.
We look forward to meeting with you!**

Enclosed please find the following forms to be completed and returned to our office. We thank you for taking the time to complete the paperwork. When we receive your completed forms and requested documentation, we will call you to set up your *phone appointment*.

- 1) Client Information
- 2) Monthly Living Expenses — complete the Amount column, rounding figures to the nearest dollar amount.
- 3) Creditor & Debts sheets — complete the creditor information in the left column.

In addition to these forms, please send in the following documentation:

- 4) Proof of all forms of income for a minimum of one month (pay stubs, Social Security / Disability / Pension documentation, child support / alimony, etc.)
- 5) Most recent creditor statements (credit cards, loans, medical, etc.)

Our commitment to you is to provide professional budget and credit counseling and to treat all clients with dignity, respect and appropriate confidentiality. Our privacy policy is included in this packet.

You may fax or mail the required documentation for your counseling session.



Begin a brighter financial future today.

**CCCS of Family & Community Services, Inc.
705 Oakwood St. Suite 106 Ravenna, Ohio 44266**

Phone: 330.297.0080 ext. 362

Fax: 330.297.0112