



Financial Assistance Bill Pay Guidelines

What We Cover

We provide direct payments for essential living expenses, including but not limited to:

- **Mortgage/Rent**
 - Rent payments require the following documents:
 - A copy of the lease, including the **landlord's name, business address, and phone number**.
 - The **landlord's signed W-9 form** (Tax ID number required).
- **Car Payment/Car Insurance**
- **Electric, Gas, and Water Bills**
- **Medical Bills & Copayments**

DUE TO LIMITED FUNDS, the following are NOT Eligible:

- **Cable, Cell Phone, Transportation, Temporary Housing (Hotel)**

How to Submit Your Bills for Payment

Our financial assistance programs provide support for a maximum of **90 days (3 months)** on a **one-time basis**. Once approved, all bill submissions must be completed within the designated grant quarter.

Important Notes:

- **Unused funds will not roll over** beyond the approved grant period.
- We **do not** cover **past-due** rent, mortgage, car payments, or any expenses outside of the approved grant program.
- **All bills must be submitted at one time**, partial submissions will not be accepted.

These guidelines ensure we can assist as many individuals as possible with the funding available.

To **expedite processing** and allow us to **pay bills online/electronically** on your behalf, please provide:

- The **account number** and **payee information** for each bill.

Important Program Guidelines

- We **do NOT** pay **past-due accounts** or **contact creditors**.
- The account **must be current and up to date** at the time of payment.
- Funds must be used within **one calendar year** from the approval date.
- Approved applicants **do not** receive direct payments, **all payments go directly to service providers**.

If you have any questions or need assistance, please **contact us**.

Please allow **30-45 days** for review and decision notification.

All payments will be mailed directly to the third-party provider. **No payments will be sent to applicants.**

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(ALL INFORMATION MUST BE SUBMITTED ELECTRONICALLY)