

# MSP Coversheet

MAIL TO: MSP Applications  
Medicare Rights Center  
266 West 37<sup>th</sup> St. 3<sup>rd</sup> Floor  
New York, NY 10018

Representative Contact Information	
Name:	
Organization:	
Phone Number:	
Email Address:	

**Applicant Name:** \_\_\_\_\_

**Marital Status**

- Single, Divorced or Widowed (Household of one)
- Married: Spouse Name \_\_\_\_\_ (Household of two)
- **If married, are both spouses applying?** Yes\_\_\_ No\_\_\_
- \*If yes, we require all proof documents listed below from each applying spouse

**Documents Included:**

- [Signed Application \(DOH 4328 form\)](#)  
\*Applicant must sign on the bottom of the 1<sup>st</sup> page. Please ignore the 2nd page. If both spouses are applying, they must both sign the bottom of the 1<sup>st</sup> page.
- [Signed Authorization for Release Form \(OCA No. 960\)](#)
- Proof of Identity/Date of Birth
- U.S Birth Certificate, U.S Passport, State ID, or Driver's License
  - Permanent Resident Card **(If not a US Citizen)**
- Social Security Card
- Medicare Card
- Medicaid Card (if applicable)
- Does applicant currently have an active Medicaid case? Yes\_\_\_ No\_\_\_
  - **If yes**, please indicate what type of Medicaid they have:
    - Full Medicaid (no spend-down)
    - Spend-down Medicaid
    - Managed Long Term Care (MLTC) Medicaid
      - MLTC Plan Name: \_\_\_\_\_
    - NYSOH Medicaid
- Proof of Residential Address **(NOT a PO BOX)**
- Utility bill, rent receipt, lease agreement, letter from landlord, non-HRA government correspondence (All address proofs except for lease must be dated within last 6 months)
- Proof of Income (all applicable sources)
- Social Security Income (Current year's Social Security award letter)
  - Income from Employment (3-4 of most recent & consecutive pay stubs or letter from employer)
  - Distributions from Assets (letter/statement from Dist. source or 1099-R tax form)
  - Pension Statement (letter/statement from pension provider or 1099-R tax form)
  - Other \_\_\_\_\_
- Proof of other Health Insurance Premiums (if applicable)

**\*\* COPY EACH OF THESE DOCUMENTS ON A SEPARATE PAGE\*\***