

ZAKAT APPLICANTS INSTRUCTIONS

INSTRUCTIONS: Use the following checklist to make sure you have completed your application:

1. Only those who have the legal document to stay in USA will be considered for a check disbursement if qualified.
2. ♦ Yes, I have provided accurate and detailed information in clear handwriting or typing.
3. ♦ Yes, I have included CLEAR COPIES of the State issued Identification Card or Driver's License/ Green Card or Passport for: myself, my spouse and all of my dependents.
4. ♦ Yes, I have included copies of Social Security Cards for: myself, my spouse and all of my dependent's children. In case of you are claiming your parents, brother and/or sister the above documents are needed plus a copy of your birth certificate, sister/s and brother/s as evident of your relationship.
5. ♦ Yes, I have included a copy of the Lease Agreement (if renting).
6. ♦ Yes, I have included a copy of proof of income for myself, my spouse and my family.
7. ♦ Yes, I have included all and any other documentation that might help in the evaluation of this application such as: medical reports, receipts, billing statement, etc. IMPORTANT NOTES: (please read the following notes carefully before you continue)
 - All provided documentation is considered the Zakah / Sadaqah committee property and will not be returned to the applicant even if the application is denied.
 - Simply applying for Zakah / Sadaqah does not mean automatic approval of the application.
 - All applicants who have submitted a COMPLETE application WILL BE CONTACTED.
 - If you have any questions please contact the Zakah / Sadaqah committee ONLY at 650-517-3603 or Email us at zakat@yaseen.org.
8. MARITAL status:
 - * Married couple with children must submit a copy of the birth certificate for each child as evident of relationship.
 - * Divorced or separated, please submit a copy of the document of your status and a copy of the birth certificate for each child as evident of relationship.
9. San Mateo County residents have priority over all other areas because we are located in Belmont.
10. On-line application is not acceptable, only the HARD COPY is acceptable document. Please mail your completed application along with required documents to:
Yaseen Foundation
Attn: Zakat Committee
621 Masonic Way
Belmont, CA 94002
 - All applications are due by the 15th of every month. Any application submitted after the 15th will be reviewed in the following month. The distribution of the checks will be on /or before the 25th of every month
11. Every time you apply, you will have to submit a new complete application. All the steps above need to be checked off in order for the application to be accepted. There are five months interval requirement before re-apply for zakat.