

Zakat Policy and Procedure

خُذْ مِنْ أَمْوَالِهِمْ صَدَقَةً تُطَهِّرُهُمْ وَتُزَكِّيهِمْ بِهَا وَصَلِّ عَلَيْهِمْ إِنَّ صَلَاتَكَ سَكَنٌ لَهُمْ وَاللَّهُ سَمِيعٌ عَلِيمٌ

Take from their wealth a charity by which you purify them and cause them increase, and invoke [Allah's blessings] upon them. Indeed, your invocations are reassurance for them. And Allah is Hearing and Knowing. [9:103]

To request zakat, please complete the following:

- Complete, sign and date the application
- Attach any relevant and current documents or paperwork [e.g., utility bill, 3 day notice]
- Submit the complete application and attachments to the zakat administrator

Incomplete applications will not be processed

Typical application processing is 7 days

Please call to check the status of your application

Zakah expenditures are only for the poor and for the needy and for those employed to collect [zakah] and for bringing hearts together [for Islam] and for freeing captives [or slaves] and for those in debt and for the cause of Allah and for the [stranded] traveler - an obligation [imposed] by Allah. And Allah is Knowing and Wise [Surah At-Tawbah 9:60]

APPLICATION FOR ZAKAT

This application **WILL NOT** be processed if not completed and supporting documents are not provided

PERSONAL INFORMATION

A	Name		Name
p	Address	S	Address
p	City/State/Zip	p	City/State/Zip
i	DL/ID #	o	DL/ID #
c	DOB	u	DOB
a	E-Mail	s	E-Mail
n		e	
t	Phone		Phone

Marital Status: Single Married Divorced Widowed Seperated

MEMBERS OF HOUSEHOLD

Name	Relationship	Age	Name	Relationship	Age

MONTHLY INCOME, EXPENSES & ASSET INFORMATION

INCOME	Applicant	Spouse	EXPENSES	
Empl. Income			Housing	
Govt Aid			Utilities	
SSI			Automotive	
Child Support			Food	
Family assistance			Medical	
Other (see below)			Other (see below)	

Describe Other items	Amounts

EMPLOYMENT (CURRENT OR MOST RECENT)

A	Name & Adress of Employer	Dates of employment		Name & Adress of Employer	Dates of employment
p		Income	S		Income
p			o		
i	Position:	Wrk #	u	Position:	Wrk #
c			s		
a			e		
n					
t					

REQUEST DETAILS

Which mosque do you attend? _____ Have you applied for Zakat? _____ How many times? _____

Explain the AMOUNT and NATURE of your request: _____

(Conintue on back if needed)

Name of Reference	Phone Number	Name of Second Reference	Phone Number
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Please attach: 1) Photo ID for adults 2) Recent bank statements 3) Recent utility bill (to verify address)
 4) Other documents relevant to your request; bills, notices from work/landlord

I (we) certify that the above information is accurate and the most current:

Name of Applicant	Signature	Date	Name of Spouse	Signature	Date
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Explanation (continued): _____

For Office Use Only

Interviewer comments: _____ **Date:** _____

Decision:

- | | | |
|---|---------------|--------------|
| <input type="checkbox"/> Approved | Check # _____ | Amount _____ |
| <input type="checkbox"/> Denied | Check # _____ | Amount _____ |
| <input type="checkbox"/> Request more information | Check # _____ | Amount _____ |
| <input type="checkbox"/> Referred to: _____ | Check # _____ | Amount _____ |

Comments: _____ **Date:** _____

Signature: _____