

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Islamic Community Center of Laurel

ZAKAT APPLICATION PROTOCOLS & REQUIRED (SUPPORTING) DOCUMENTS.

Complete the ICCL Zakat application form **FULLY** (by answering all questions). Together with your application, submit and observe/abide by the following requirements:

1. Valid copy of Driver's License or Government issued photo I.D.
2. Copy of your Social Security Card.
3. Copies of all documents related to and/or supporting financial hardship.
4. A typed reference letter from the masjid in-which the applicant is a member or where applicant locally resides. The typed reference letter **MUST** be on the official Masjid Letterhead and duly signed by the Imam of the Masjid or his designated representative.
5. Submitted Zakat form and the related documents once processed and approved, **CANNOT** be used for multiple zakat applications. New zakat application form and related supporting documents are required and **MUST** be submitted for each new application.
6. Applicants **shall NOT** apply/submit multiple zakat applications within same calendar month or within number of days less than one calendar month.
7. Incomplete or partially completed applications will delay timely processing & may/could result into the application being denied.
8. An applicant who is claimed as a dependent **shall NOT** apply at the same time/period with the applicant who has claimed him/her.

Note: Applicant is responsible for making and providing copies of all required documents.