



Christian Reformed Church

Financial Shalom Project

Instructions for filling out the Financial Shalom Fund applications

- 1) The applications are fillable, interactive forms using Adobe PDF technology. If you do not have the free Adobe Acrobat Reader, [please download the latest version](#).
- 2) Before completing the application, please save the PDF to your computer.
 - Right click on the form and click “save as”
 - Save to your desktop or documents file using your name and today’s date.
 - For example, JohnDoe021117.pdf.
- 3) Once you have saved the form to your computer, you are ready to complete the form.
- 4) Open the fillable form and enter the necessary information for the fields highlighted in blue.
- 5) For questions that ask for a dollar amount, please enter only the number amount and not any symbols or commas or periods. For example if entering \$55,000.00 only type in 55000. The Adobe form is formatted to add the symbol, comma, period, and so forth.
- 6) The Adobe forms will automatically adjust the font size when typing long paragraphs. Sometimes the paragraph text box might show up as black. Double click on the text box and it should return to its proper default style.
- 7) FYI: Some applications (Student Loan Relief and Salary Supplement) ask for the totals of various statements or budgets. The Adobe forms are formatted to automatically calculate the sum based off of the amounts you enter.
- 8) Once you have completed the application, save the PDF file once more.
- 9) **Attach and Send** via email the completed PDF application and all the necessary financial statements to shalom@crcna.org or hsmall@crcna.org. Our email is secured and encrypted.
 - ***We prefer to work with electronic forms whenever possible. Thank you!***
 - If you are having technical difficulties, please complete, print, and mail all documents to:

Financial Shalom – Project Manager
1700 28th St SE
Grand Rapids, MI 49508-1407 USA

- 10) Receipt of application will be acknowledged with an email.