

# Zakat al-Maal

## Application Process

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### PREPARE

Gather your documents (see Document Checklist on page 3).

**QUICK FACT:** Applications with the most supporting information get approved quickly.

2



### APPLY

Visit the ISB office and fill your application out on one of the available tablets. ISB Office hours are Monday through Friday 9am-5pm and Saturday – Sunday from 9am-1pm.

**QUICK FACT:** If you have all your documents, the digital application takes only 10-15 minutes to complete.

3



### INTERVIEW

A Zakat coordinator will contact you via phone or email to set up a brief interview.

**QUICK FACT:** If you come in to apply on Friday, the Zakat coordinator may be able to interview you the same day.

4



### DECISION

You will be informed by email of your application status within 10-14 business days.

**QUICK FACT:** To speed up the decision, answer all calls or emails from the Zakat coordinator and provide all documents with your application.

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### PAYMENT

If approved, you will receive your Zakat al-Maal funds as a virtual gift card or direct deposit to your bank account within 3-5 business days of receiving your approval notice email.

**QUICK FACT:** Zakat al-Maal decisions are emailed to recipients, so be sure to provide a valid email on your application.

## FAQ's

### **Can I submit a paper application?**

ISB no longer accepts paper applications.

### **Can I receive Zakat al-Maal funds on the same day I submit my application?**

No. The Zakat committee needs 10-14 days to review your application. If approved, you will receive your funds as a virtual gift card or direct deposit to your bank account within 3-5 business days of receiving your approval notice email.

### **What is the difference between Zakat al-Maal and Zakat al-Fitr?**

Zakat al-Maal is given throughout the year and can be provided in larger amounts to cover expenses like rent or medical bills, but it requires more documentation and time to qualify. Zakat al-Fitr is only given during Ramadaan, is a set amount per person in a family, and requires less documentation and time to apply for.

### **How will I submit my documents with my applications?**

You will use the Zakat Application tablet in the ISB office to photograph all your documents. No pictures of your documents will be stored on the tablet, and ISB will not keep any of your original documents.

### **Do I have to have an interview with a Zakat coordinator?**

Yes, an interview is required for ALL Zakat al-Maal applications. We recommend submitting your application on a Friday, as the Zakat coordinator is in office and may be able to interview you on the same day.

### **Do I have to come into the ISB office to submit my application?**

All Zakat al-Maal applicants must submit their applications in person.

### **Can I submit my application and bring my documentation in at a later date?**

We cannot accept or process any application that does not have the required documents included at the time of submission.

### **What are the ISB office hours?**

Monday through Friday, 9am-5pm, and Saturday and Sunday, 9am-1pm.

### **Can non-Muslims apply for Zakat?**

Zakat funds are only disbursed to Muslims.

### **Can I appeal the Zakat committee's decision on my application?**

The Zakat committee's decision is final. However, if your situation changes in the future, you are welcome to submit a new application.

# Document Checklist

**Document Checklist:** You must bring the following documents to the ISB office to complete the Zakat application. **If you do not have all your documents, you will not be able to complete and digitally submit the application for consideration.** All documents must be original. They will be scanned or photographed in the ISB office as part of the application process and returned to you.

- ☐ Unexpired Driver's License, Passport, or non-driver identification card
- ☐ Social Security Number
- ☐ Birth Certificates or Social Security Cards for all dependents
- ☐ Any outstanding bills (i.e., rent, utilities, medical, etc.)
- ☐ Proof of income from ALL members of your household who are working or receive benefits (i.e., paystub, W2, 1099, disability, alimony, child support, SNAP, WIC, etc.)
- ☐ Current bank statements for ALL bank accounts.
- ☐ If you are seeking rental assistance, provide a copy of your lease, late rent notices, and/or eviction notice.
- ☐ If you have contacted DHS for assistance, provide a copy of the approval or denial letter.
- ☐ If you have contacted other Islamic organizations or masaaqid, the approval or denial letters.
- ☐ Two references (names and phone numbers) from the ISB community that can verify your case.