



VERIFICATION OF EARNED INCOME

To:		From:	
Address:		Address:	
Phone:		Site Mgr:	
Fax:		Phone/Fax:	

Applicant/Resident Name: _____ **SS#:** XXX-XX-
Last Four Digits of SS#

I hereby authorize the release of the requested information to Home Forward.

Signature of Applicant/Resident & Date of Signature

Requesting Verification Related to Earned Income

PLEASE COMPLETE THE SECTION BELOW FOR EARNED INCOME VERIFICATION

The above individual has applied for housing assistance subsidized by the Department of Housing and Urban Development. Federal regulations require us to verify the family's income, expenses and other information related to eligibility. The individual has authorized the release of this information. The information you provide will only be used for the purpose of determining the household's eligibility for the program. We are required to complete our verification process in a short time period and would appreciate your prompt response. If you have any questions, please contact our office.

Employee Name: _____ Job Title: _____

Presently Employed: **Yes** Hire Date: _____ **No** Last Date of Employment: _____

Employment Status: Permanent Part Time Full Time Temporary Seasonal

Current **GROSS** Wages/Salary: \$ _____ Average # of Regular hours worked per week: _____

List any anticipated changes in rate of pay and/or hrs worked within the next 12 months: _____

GROSS Year-To-Date Earnings: \$ _____ from _____ / _____ / _____ to _____ / _____ / _____

Frequency of Pay: Hourly Weekly Bi-weekly Semi-monthly Monthly Yearly Other _____

Average # of Overtime hours worked per week: _____ Overtime Rate: \$ _____ per hour

Average # of Shift Differential Hours/Week: Shift: _____ Differential Rate: \$ _____ per hour

Commissions, bonuses, tips, other: \$ _____ Frequency: _____

Are these earnings included in the YTD figure listed above? **Yes** **No**

Printed Name and Title of Verifier	Signature of Verifier	Date of Signature
------------------------------------	-----------------------	-------------------

I hereby certify that the information supplied in this section is true and complete to the best of my knowledge.
NOTE: Section 1001 of Title 18 of the U. S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.