

EMPLOYMENT VERIFICATION

(The use of white out, black out, or alteration of original information will void this document)

Project Name:		Unit ID:		Date:	
Applicant/Tenant:		SSN:			

Employer Contact:

Business Name:		Contact Person:					
Address:		Phone:		Fax:			
City:		State:		Zip:		Email:	

My Signature Authorizes Verification of My Employment Income Information:

Applicant/Tenant Signature

Date

The individual named directly above is an applicant/tenant of the IRC § 42 **Low Income Housing Tax Credit Program**. The information provided will be used to determine eligibility for the program and remains confidential to the satisfaction of that stated purpose only. Your prompt response is crucial and would be greatly appreciated.

Sincerely,

RETURN THIS FORM TO:

Project Owner/Management Agent

THIS SECTION TO BE COMPLETED BY EMPLOYER

Please provide an employee pay history report when returning this completed form. Please do not leave blanks.

Employee Name: _____ Job Title: _____

Presently Employed: Yes Date First Employed: ____/____/____ No Last Date of Employment: ____/____/____

Current Wages (check one) Hourly Salary \$ _____ Pay Frequency Weekly Bi-weekly Monthly Semi-monthly Yearly
Pay Method Cash Check Direct Deposit Other _____

Number of regular hours scheduled per week:
(If hours vary please list maximum anticipated) _____

Overtime Rate: \$ _____ per hour
Average number of OT hours per week: _____

Gross Year to Date Pay: \$ _____
From ____/____/____ Through ____/____/____
Number of pay periods included in the YTD earnings above: _____
Gross pay from prior year: \$ _____

Shift Differential Rate: \$ _____ per hour Average number of shift differential hours per week: _____

COMMISSION \$ _____ Weekly Bi-weekly Monthly BONUS: \$ _____ Weekly Bi-weekly Monthly Yearly
TIPS: \$ _____ Weekly Bi-weekly Monthly OTHER: \$ _____ Semi-monthly Yearly

Did employee receive a raise last year? No Yes If YES, when? _____ If the employee received a raise last year, is there any reason to think this year might be different? _____

List any anticipated change in the employee's rate of pay/hours within the next 12 months: \$ _____ Hours _____; Effective date: ____/____/____

If the employee's work is seasonal or sporadic, please indicate the number of weeks worked: _____

Is employee eligible for unemployment during the layoff? No Yes

Employer Signature

Employer Printed Name & Title

Date

Phone #

Fax #

E-Mail

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.

