

EMPLOYMENT VERIFICATION

Employer Name _____
Employer Unit # _____
Employer V.A.# _____
Employer Phone _____
Employer Email: _____
Employee Name _____
Employee Unit # _____
Employee V.A.# _____
Employee Phone _____
Employee Email: _____

The household member named above has applied for workforce housing. The housing owner is required to verify all information that is used in determining the person's eligibility or level of benefits.

Your prompt return of this form to the project listed above will help to ensure timely processing of the assistance application.

Gross Income for 2023: Anticipated \$ _____
Gross Income for 2022: Employed \$ _____
Since: ____/____/____
Date
No. of Hours per Week: _____ Weeks Worked per Year: _____
Hourly Wage: \$ _____
Overtime: \$ _____ Average per year
Tips: \$ _____ Average per year
Commissions \$ _____ Average per year
Bonuses \$ _____ Average per year
Anticipated Increase in Pay: ____/____/____ Amount: \$ _____
Date

Total anticipated gross annual income for the next 12 months (including tips, commissions, bonuses, or overtime, if applicable.):
\$ _____

Does the employee have access to a Retirement Account? Yes No
Has employment been terminated? Yes No – if yes, when? ____/____/____
Date
If yes, is individual eligible for unemployment benefits? Yes No
Do you anticipate rehiring this person? Yes No - If yes, when? ____/____/____
Date

Comments: _____

I certify that the above information is true and correct.

Signature _____ Printed Name and Title _____
Telephone _____ Email Address _____ Date _____

PENALTIES OF MISUSE OF THIS INFORMATION

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government, HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty Provisions for misusing the social security number are contained in the Social Security Act at **208 (a) (6), (7) and (8)**. Violation of these provisions are cited as violations of 42 U.S.C. Section 408** (a) (6), (7) and (8)**.