

Tuscarawas Metropolitan Housing Authority

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Web Site: www.tuscarawasmha.org

WORK VERIFICATION FORM

DATE: _____

HEAD OF HOUSEHOLD AS IDENTIFIED ON TMHA FILE: _____

NAME OF EMPLOYEE: _____

ADDRESS OF EMPLOYEE: _____

SOCIAL SECURITY NUMBER OF EMPLOYEE: _____

TO BE FILLED OUT BY EMPLOYER:

GROSS EARNINGS (ANYTIME WITHIN THE PAST 12 MONTHS): _____

AVERAGE NUMBER OF HOURS PER WORK WEEK: STRAIGHT TIME: _____

OVERTIME: _____

PREVIOUS BASE PAY RATES:

\$ _____ PER _____

\$ _____ PER _____

\$ _____ PER _____

EFFECTIVE DATE:

CURRENT BASE PAY RATE: \$ _____ PER HOUR

AMOUNT OF BONUS, COMMISSION, AND/OR TIPS: \$ _____ PER _____

IF SEASONAL, GIVE LAY-OFF PERIODS: _____

DO THEY RECEIVE VACATION WITH PAY? YES / NO

DO THEY RECEIVE SICK PAY? YES / NO

AMOUNT DEDUCTED FOR INSURANCE? \$ _____ PER _____

ORIGINAL / REHIRE DATE TERMINATION DATE

EMPLOYEE'S TITLE

PLACE OR NAME OF EMPLOYMENT: _____

SIGNATURE OF EMPLOYER: _____

DATE: _____ TELEPHONE NUMBER: () _____

TO WHOM IT MAY CONCERN:

REGULATIONS REQUIRE US TO CHECK THE INCOME OF APPLICANTS AND TENANTS IN ORDER TO ESTABLISH THEIR ELIGIBILITY FOR LOW-RENT HOUSING.

THE PERSONS IDENTIFIED ON THE REVERSE SIDE OF THIS LETTER INFORMS US THAT HE IS EMPLOYED, OR HAS BEEN EMPLOYED DURING THE PAST 12 MONTHS BY YOUR FIRM.

PLEASE FURNISH US WITH ALL OF THE INFORMATION REQUESTED ON THIS FORM. THE INFORMATION WILL BE HELD IN CONFIDENCE FOR USE ONLY IN DETERMINING THE ELIGIBILITY STATUS OF THE EMPLOYEE'S FAMILY.

YOUR PROMPT RETURN OF THIS INFORMATION WILL BE GREATLY APPRECIATED.

SINCERELY,

OCCUPANCY SPECIALIST, TUSCARAWAS METROPOLITAN HOUSING AUTHORITY

EMPLOYEE:

I HEREBY GRANT THE PHA PERMISSION TO MAKE INQUIRIES REGARDING MY INCOME AND ASSETS. I UNDERSTAND THAT THIS INFORMATION IS FOR THE PURPOSE OF DETERMINING MY ELIGIBILITY ONLY, AND WILL BE KEPT CONFIDENTIAL.

EMPLOYEE

SIGNATURE: _____ DATE: _____

**** WARNING****: SECTION 1001 OF TITLE 18 OF THE U.S. CODE MAKES IT A CRIMINAL OFFENSE TO MAKE WILLFUL STATEMENTS OR MISREPRESENTATIONS TO ANY DEPARTMENT OR AGENCY OF THE U.S. AS TO ANY MATTER WITHIN ITS JURISDICTION.