

**EMPLOYMENT VERIFICATION FORM**

Name of Employer: \_\_\_\_\_

PLEASE RETURN FORM TO:

Address: \_\_\_\_\_

SUBJECT: Verification of Information Supplied by an Applicant for Housing Assistance

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

This person has applied for housing assistance under a program of the U.S. Department of Housing and Urban Development (HUD). HUD requires the housing owner to verify all information that is used in determining this person's eligibility or level of benefits.

We ask your cooperation in providing the following information and returning it to the person listed at the top of the page. Your prompt return of this information will help to ensure timely processing of the application for assistance. The applicant/tenant has consented to this release of information as shown below.

**Area to be completed by Employer  
(Please answer all questions. Answer N/A if the question doesn't apply.)**

- 1. Date First Employed: \_\_\_\_\_
- 2. Base pay rate (Gross Pay) (select one): Per hour \$ \_\_\_\_\_ **OR** Annual Salary \$ \_\_\_\_\_  
 Date present rate became effective \_\_\_\_\_  
 Overtime pay rate: Per hour \$ \_\_\_\_\_  
 Expected average hours to be worked per week: \_\_\_\_\_
- 3. Other compensation not included above (specify for commissions, bonuses, tips, etc.):  
 For \_\_\_\_\_ \$ \_\_\_\_\_ per \_\_\_\_\_
- 4. Total anticipated base pay earnings for the next 12 calendar months \$ \_\_\_\_\_  
 Total anticipated overtime earnings for the next 12 calendar months \$ \_\_\_\_\_

\_\_\_\_\_  
Name and Title of Person  
Supplying the Information

\_\_\_\_\_  
Firm/Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

RELEASE: I hereby authorize the release of the requested information. Information obtained under this consent is limited to information that is no older than 12 months. There are circumstances that would require the owner to verify information that is up to 5 years old, which would be authorized by me on a separate consent attached to a copy of this consent.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note to Applicant/Tenant:** You do not have to sign this form if either the requesting organization or the organization supplying the information is left blank.

**PENALTIES FOR MISUSING THIS CONSENT:** 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 willingly 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). Violations of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).

Please return form to the address listed above. Thank you.



## **Acceptable forms of Employment Verification:**

**NOTE:** HUD accepts three methods of verification. These are, in order of acceptability, third-party verification, review of documents, and family certification. If third-party verification is not available, owners must document the tenant file to explain why third-party verification was not available.

1. Employment verification form completed by the employer verifying frequency of pay, effective date of the last pay increase, and probability and effective date of any increase during the next 12 months;
2. Check stubs of earning statements showing employee's gross pay per pay period and frequency of pay, requires most recent 6-8 consecutive pay stubs – do not use check without stub;
3. W-2 forms if applicant has had the same job for at least two years and pay increases can be accurately projected; and
4. Notarized statements, affidavits or income tax returns signed by the applicant describing self-employment and amount of income or income from tips or other gratuities.