

EMPLOYMENT INCOME VERIFICATION

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: \_\_\_\_\_  
SS#: \_\_\_\_\_

Dear Sir/Madam:

We are required to verify the incomes of all members of families applying for or living in federally assisted housing. Will you please supply the information requested below and return this letter to us as soon as possible? We will keep the information in strict confidence and use it only to determine you employee's eligibility for housing at a special rental rate. Enclosed for your records, please find an authorization for release of information signed by the above referenced individual.

Sincerely,

\_\_\_\_\_

\*\*\*\*\*

Occupation: \_\_\_\_\_  
Date of Employment: \_\_\_\_\_ Employed since: \_\_\_\_\_ Termination Date: \_\_\_\_\_  
SALARY: Base Pay Rate: Per Hr. \_\_\_\_\_ or Per Week \_\_\_\_\_ or Per Month \_\_\_\_\_  
Average # of hours worked per week at Base Pay Rate \_\_\_\_\_;  
# of Weeks \_\_\_\_\_ or Months \_\_\_\_\_ worked per year  
Overtime Pay Rate: Per hr. \$ \_\_\_\_\_  
Expected average number of hours overtime worked per week during next 12 months \_\_\_\_\_

Any other compensation not included above (specify for commissions, bonuses, tips, etc.):  
For \_\_\_\_\_ \$ \_\_\_\_\_ Per \_\_\_\_\_

Gross Wages Paid: 20\_\_ \$ \_\_\_\_\_, 20\_\_ \$ \_\_\_\_\_, 20\_\_ \$ \_\_\_\_\_ Year to date: \$ \_\_\_\_\_

FIRM NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Signature and Title: \_\_\_\_\_

**Note: The applicant/tenant does not have to sign the consent if it is not clear who will provide the information or who will receive the 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 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 42 U.S.C. 208(f)(g) and (h). Violation of these provisions are cited as violations of 42 U.S.C. 408 f, g and h.