



1000 Carthage Street
 P.O. Box 636
 Sanford, NC 27331
 919-776-7655
 919-338-7668 (fax)
www.sha-nc.org

EMPLOYMENT VERIFICATION FORM

Date _____
 Employer _____ Tenant Name _____
 Address _____ Address _____
 Contact _____ Telephone _____
 Telephone _____ Fax _____

The individual named directly below is an applicant/tenant of a federal housing program that requires verification of income. The information provided will remain confidential to satisfaction of the stated purpose only. Please complete the section below and return it in the enclosed self-addressed envelope. Thank you for your prompt response.

NAME OF EMPLOYEE _____ SS# XXX-XX-

RELEASE STATEMENT

I hereby authorize my employer to release the requested information directly to the Sanford Housing Authority for the purpose of determining my eligibility.

Signature _____ Date _____

To be completed by Employer

1. Hire Date: _____ Occupation: _____
2. Termination Date: _____ Date of Re-employment: _____
3. Base Pay: \$ _____ per (circle one) hour day week month year
 Frequency of pay (circle one) weekly every 2 weeks twice monthly monthly
 Date present rate effective: _____ Average Hours per pay period: _____
 Overtime Rate: \$ _____ per hour Earnings year to date: \$ _____
 Last date pay was received: _____
4. Amount deducted per pay period for Health Insurance: \$ _____
5. Amount of vacation pay: \$ _____ Amount of Sick Leave Pay: \$ _____
6. (Past 12 months): Base Pay \$ _____ Bonus \$ _____ Overtime \$ _____
 Total Pay \$ _____
7. Reported Tips: \$ _____
8. If employer is landlord, is rent reduction given? _____ Amount \$ _____
9. Does Federal funds pay for any part of the salary? _____ Amount \$ _____
 Name of Federal Program _____

Last 6 Pay Dates	Number of Hours Worked	Gross Wages	Tips/Bonuses

 Signature and Title of Authorized Representative

 Date

 Printed Name

 Phone Fax

WARNING: Title 18, Section 1001 of the United States Code, states that a person who knowingly and willingly makes false or fraudulent statements to any department or agency of the United States is guilty of a felony.