

## Employment Verification

TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE:

\_\_\_\_\_  
Name \_\_\_\_\_  
\_\_\_\_\_  
Social Security Number \_\_\_\_\_

FROM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your prompt response. All information is confidential.

Please contact \_\_\_\_\_

at ( ) \_\_\_\_\_ if you have any questions.

### PERMISSION FOR RELEASE OF INFORMATION

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

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, which 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

### THIS SECTION TO BE COMPLETED BY EMPLOYER

Employee Name \_\_\_\_\_ Job Title \_\_\_\_\_

Presently Employed Yes \_\_\_\_\_ Date First Employed \_\_\_\_\_ No \_\_\_\_\_ Last Day of Employment \_\_\_\_\_

**Current Wages/Salary** \$ \_\_\_\_\_ (circle one) hourly weekly bi-weekly semi-monthly monthly yearly other \_\_\_\_\_

Average # of regular hours per week \_\_\_\_\_ Year-to-date earnings \$ \_\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_

Overtime Rate \$ \_\_\_\_\_ per hour Average # of overtime hours per week \_\_\_\_\_

Shift Differential Rate \$ \_\_\_\_\_ per hour Average # of shift differential hours per week \_\_\_\_\_

Commissions, bonuses, tips, other \$ \_\_\_\_\_ (circle one) hourly weekly bi-weekly semi-monthly monthly yearly other \_\_\_\_\_

List any anticipated change in the employee's rate of pay within the next 12 months \_\_\_\_\_ Effective date \_\_\_\_\_

If the employee's work is seasonal or sporadic, please indicate the layoff period(s) \_\_\_\_\_

Additional remarks \_\_\_\_\_

Signature \_\_\_\_\_

Print your name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Tel. # \_\_\_\_\_

**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, the PHA and any owner (or any employee of HUD the PHA 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, the PHA 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. 408 (a) (6), (7) and (8).**