

Income Verification Letter

Employer: _____ Employee Name: _____

We are a Public Housing Authority that provides housing and related services to low income families in accordance with the laws of the United States and the rules of the U.S. Department of Housing and Urban Development (HUD). Rent for our units are determined by the amount of income the family receives and we must certify to HUD periodically that our rent calculation is consistent with Federal Law.

To complete our rent certification, we are required to obtain third-party verification of the income reported by all members of our families. You have been identified as a source of income for the recipient listed on the form below. The form contains a release signed by the recipient. Please complete the form and return this information to the address listed at the bottom of the form or fax this information to the office. Thank you for your assistance.

Yours truly,
Suzanna Robison, Section 8 Coordinator

Employee Signature: _____ Date Signed: _____

EMPLOYER: please fill out all information

Position: _____
Date of Employment: _____
Termination Date (if applicable): _____

Base Pay (Select one):

Per Hour: \$ _____ Per Day: \$ _____ Per Week: \$ _____ Per Month: \$ _____

Frequency of pay:

Hourly: _____ Per Week: _____ Per Month: _____

Average number of hours expected to work:

Per Day: _____ Per Week: _____ Per Month: _____

Expected average number of overtime hours to be worked during the next twelve months:

Per Week: _____ Per Month: _____ Overtime Pay Rate Per Hour: _____

Amount of annual income from compensations not included above:

Commissions: \$ _____ Bonus: \$ _____ Tips: \$ _____ Other: \$ _____

Total gross earnings for the past 12 month's: \$ _____ From ____/____/____ to ____/____/____

Supervisor's Name: _____ Supervisor's Phone Number: _____
Supervisor's Signature: _____ Supervisor's E-mail Address: _____
Date Signed: _____ Supervisor's Fax Number: _____

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.