



2012 Down Payment Assistance Loan Program Verification of Employment

AUTHORIZATION: Federal Regulations requires the Community Development Agency to verify Employment Income of all members of a household applying for participation in the Down Payment Assistance (DPA) Loan Program. This information will be used only to determine the eligibility status of the household.

Your prompt return of the requested information is appreciated. A copy of the applicants Authorization of Release of Information is attached.

Name of Employee: _____

Job Title: _____ Employed Since: _____

Current Wages/Salary: _____

Hourly/weekly/bi-weekly/semi-monthly/monthly/yearly/other selection

Average # regular hours per week: _____ YTD earnings: \$ _____ From ___/___/___ to ___/___/___

Overtime Rate: \$ _____ per hour Average # overtime hours per week: _____

Is overtime expected to continue over the next 12 months? Yes/No

If yes, average number of hours expected per week: _____

Shift Differential Rate: \$ _____ per hour Average # shift differential hours per week: _____

Commissions, bonuses, tips, other: \$ _____

Hourly/weekly/bi-weekly/semi-monthly/monthly/yearly/other selection

Effective date of last pay increase: _____ Amount of last pay increase: _____

List any anticipated change in employee's pay rate in next 12 months: \$ _____ Effective date: _____

Is the employee's work seasonal or sporadic? Yes/No If yes, indicate the average number of weeks per

year in the layoff period(s): _____

Does the employee have a 401K, 403B or other retirement account: Yes/No

If yes, can the employee withdraw the funds in this account? Yes/No

Signature of Authorized Representative

Title

Telephone Number

Date

WARNING: Title 18, Section 1001 of the US 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 State Government.