

RETROACTIVE VERIFICATION OF INCOME

Compensation Data Timeframe From: _____ **To:** _____
(DATE) (DATE)

TO: (Name & address of Employer)

Date: _____

RE: _____
Applicant/Resident Name Last 4 of Social Security # Unit Number

The individual named above is an applicant/resident of a housing program that requires verification of income. Your prompt response is crucial and greatly appreciated. Thank you!

Project Owner/Management Agent Signature

MAIL OR FAX THIS FORM BACK TO:

The resident has authorized you to provide the information requested on this form.

Resident's Name Resident's Signature and Date
NOTE TO APPLICANT/RESIDENT: You do not have to sign this form if either the requesting organization or the organization supplying the information is left blank.

When did the tenant start employment at this company? _____
(DATE)

Has the tenant worked continuously from the employment start date listed above through present day? YES NO

* If no, please provide dates of employment: To: _____ From: _____

* If there is any timeframe that the individual was not compensated, please specify and detail the dates in which the tenant was not compensated: To: _____ From: _____

***IMPORTANT:** Please attach a payroll printout documenting all gross earnings for each pay-period for this individual during the 'Compensation Data Timeframe' at the top of this form. This printout is required to determine this individual's continuing eligibility for their housing program(s). Failure to supply all required information as requested will result in follow-up clarification from requesting party.

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. Penalty provisions for misusing the social security number are contained in the Social Security Act at 208(a) (6), (7) and (8). Violations of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).

Signature Date

Printed Name Title

