

**EMPLOYMENT VERIFICATION**

**THIS SECTION TO BE COMPLETED BY MANAGEMENT AND EXECUTED BY TENANT**

To: (Name & Address of employer) \_\_\_\_\_ Date: \_\_\_\_\_

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

RE: \_\_\_\_\_  
Applicant/Tenant Name Social Security Number Unit # (if assigned)

I hereby authorize release of my employment information.

\_\_\_\_\_  
Signature of Applicant/Tenant Date

The individual named directly above is an applicant/tenant of a housing program that requires verification of income. The information provided will remain confidential to satisfaction of that stated purpose only. Your prompt response is crucial and greatly appreciated.

\_\_\_\_\_  
Project/Owner/Management Agent

**Return Form To:**

Cornerstone of Topeka, Inc.  
1195 SW Buchanan St., Ste 103  
Topeka, KS 66604-4198  
Phone: 785-232-1650  
Fax: 785-232-3255

**THIS SECTION TO BE COMPLETED BY EMPLOYER**

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

Presently Employed: Yes\_\_\_ No\_\_\_ Date First Employed\_\_\_\_\_ 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: \_\_\_\_\_

\_\_\_\_\_  
Employer's Signature Employer's Printed Name Date

\_\_\_\_\_  
Employer (Company) Name and Address

\_\_\_\_\_  
Phone # Fax# E-mail

**Note:** Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.