PECAN GROVE / KIRBYVILLE HOUSING AUTHORITY

 Date: 

 Re: 

 Social Security Number: 

In order to establish their eligibility for occupancy in Public Housing the Housing Authority is required to verify the income of all tenants and prospective tenants of Public Housing Developments. The person identified above has informed us that he/she is now, or has in the past 12 months been employed by your firm. Your cooperation and prompt return of the information requested below is appreciated and will benefit your employee. Such information will be held in confidence and used only by the Housing Authority as legally necessary.

 Kirbyville Housing Authority

 By 

 Authorized Housing Authority Representative

[ ]  New Hire

[ ]  Re-Hire

[ ] Termination

[ ] Pay Change

Employee Hire Date:  Termination Date: 

Occupation (Job Title): 

Employment is: [ ]  Permanent [ ] Temporary [ ] Seasonal

Current or Last Base Pay Rate $ per  Effective Since:

Overtime Rate$  per 

Average Number of Hours Worked Per Week: Straight Time:  Overtime: 

Estimated amount of: Tips $ per 

 Bonus $ per 

 Commissions $ per 

Actual Earnings During Past 12 Months or For Period of Employment if Less Than 12 Months:

From: To:  $ Number of Hours Overtime: 

Your Estimate of Anticipated Total Earnings for Next 12 Months: $

Payroll Deductions Required by Law or as a Condition of Employment:

Social Security [ ] Yes [ ]  No

Retirement $per  or %

Union Dues $ per 

Other $ per 

Date:  Firm Name: 

 By: 

 Title: 

Employer’s Telephone Number: 