

Documentation of Telephone Verification

Applicant/Resident: _____

Unit #: _____

1. Oral (telephone) verifications may be used when other methods are not feasible. Describe the reason that third-party written or first hand verifications are not feasible in this instance:

2. In lieu of third-party written or first hand verification, on _____, at _____,
(Date) (Time)

3. I spoke with _____, _____ at _____
(Contact Person) (Title) (Name of Employer)

4. (a) _____ and _____
(Telephone Number) (Address)

Employee Information

4. Hire Date: _____

5. Gross Pay Before Deductions (*select one*):

Hourly \$ _____ x _____
(rate) (avg. hours)

Monthly \$ _____

Weekly \$ _____

Bi-Weekly \$ _____

6. Is the employee compensated for overtime? Yes

No

7. Average OT hours worked per *week*: _____

Overtime *hourly* rate: \$ _____

8. Does the employee receive other compensation? Yes

No

bonus \$ _____ per week/month/year
(avg) (circle one)

tips \$ _____ per week/month
(avg) (circle one)

commission \$ _____ per week/month/year
(avg) (circle one)

other \$ _____ per week/month
(avg) (circle one)

9. Other remarks regarding employee's income: _____

(Signature of Owner or Authorized Representative)

(Date)

(Printed Name)

(Printed Title)

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to willfully falsify a material fact or make a false statement in any matter within the jurisdiction of a federal agency.