



Fuel and Electric Assistance Program

# Employment & Earnings Verification



By signing below, I authorize the release of information regarding verification of my GROSS wages for the income period listed below.

Employee's Name: \_\_\_\_\_ SS # \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

**The below info must be completed by the employer or authorized representative, not the employee. Incomplete forms or forms with alterations, erasures, cross outs, or white outs will not be accepted.**

Company Name \_\_\_\_\_ Hire Date \_\_\_\_\_

Termination Date (if applicable) \_\_\_\_\_ Final Check Date \_\_\_\_\_

Day of week paycheck is received (circle one):    Mon    Tue    Wed    Thu    Fri    Sat    Sun

Paid how often (circle one):    Weekly    Bi-weekly    Other \_\_\_\_\_

Does employee earn commission?    ☐ Yes    ☐ No    If yes, please provide amount received in past 365 days:

From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ Total GROSS Commission Paid (before deductions): \_\_\_\_\_

Please list the **gross pay** received by the employee for the dates listed below. Please include all bonuses, overtime wages, vacation and sick pay, tips, and any severance pay.

From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

	Check Date (NOT period end date)	Gross Pay	Tips/Other Wages (If applicable)	Child Support Paid (If applicable)
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
Week 6				
Current Year to Date Amount:				

By signing this form, I assert that the above information is complete, accurate, and true.

\_\_\_\_\_  
Employer or Authorized Rep Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Employer or Authorized Rep Signature

\_\_\_\_\_  
Date