

EMPLOYER VERIFICATION OF EARNINGS INSTRUCTIONS

- This form will be scanned, please write clearly.
- Use blue or black ink.
- Write all dates in the mm/dd/yy format. For example, 07/01/04.
- Indicate your answers by shading in the appropriate circles completely.
- Do not write additional comments on the form. If more space is needed, use an additional sheet of paper. If you do use an additional sheet of paper for comments, you must sign and date the additional comments.
- Enter the "Rate of Pay" and "Gross Pay" in dollars and cents.
- Return this form to the employee so s/he has time to return it to the address on the form no later than the date indicated.

EMPLOYMENT INFORMATION

If the employee never worked for your company, shade in the "No" circle, and the "Never Employed" circle, sign, date and return the form.

If the employee listed on the form is no longer an employee of your company, shade in the "No" circle. Write in the date the employment ended. Indicate the reason employment ended. Write in the date of the employee's last paycheck.

If the employee listed on the form is employed by your company, shade in the "Yes" circle. Write in the date the employee started working for your company and the date of the employee's first check.

WAGE INFORMATION

Please provide an *estimate* of wages the employee will earn for the next 30 days.

Average Hours Per Week - Indicate the average number of hours the employee is expected to work *per week*.

Rate of Pay Per Hour - If the type of pay is regular, holiday, other shift, overtime, weekend or other type of pay, indicate the amount of earnings the employee earns *per hour*.

Gross Pay Per Pay Period - If the employee's type of pay is salary, bonus and commissions or cash tips, write in the gross amount the employee earns *per pay period*.

Frequency of Pay - Indicate how often the employee is paid.

Weekly	each week
Bi-weekly	every other week (i.e. every other Thursday)
Semi-monthly	twice per month (i.e. on the 1st and 15th)
Monthly	once each month
Irregular	on an irregular basis

Signature - This form must be signed and dated by the employer or designee. Please provide the title of the person completing the form. Also, provide a telephone number, email address and fax number if available.