



**DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT  
MORTGAGE AND HOUSING INVESTMENTS  
THIRD -PARTY VERIFICATION OF EMPLOYMENT**

**NOTE TO EMPLOYER:** State and/or Federal Regulations require us to verify employment history and income information for the person that has provided authorization below, in order to determine their eligibility for program assistance. Your cooperation in providing the requested information below is most appreciated.

**AUTHORIZATION:** I hereby authorize the release of requested information. A copy of the executed "Authorization for the Release of Information" is attached which indicates my agreement with the release of information requested for the sole purpose of determining eligibility for program assistance.

\_\_\_\_\_  
Applicant's Name Applicant's Signature

\_\_\_\_\_  
Applicant's Social Security Number Date

**PLEASE RETURN INFORMATION TO:**  
Palm Beach County, Department of Housing and Economic Development  
Mortgage and Housing Investments  
100 Australian Avenue, 5<sup>th</sup> Floor, West Palm Beach, FL 33406  
Email: HEDVerify@pbcgov.org

**The following section MUST be completed by Employer**

Name of Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Date of hire: \_\_\_\_\_

Probability of continued employment (*please circle one*): YES or NO Number of hours worked per week: \_\_\_\_\_

Current Pay Rate: \$ \_\_\_\_\_ Pay Frequency (*WEEKLY / Bi-Weekly / MONTHLY*): Fulltime / Part-time \_\_\_ hrs per \_\_\_\_\_

Total anticipated Annual Base Pay Earnings over the next 12 months: \$ \_\_\_\_\_

Overtime Pay Rate: \$ \_\_\_\_\_ Expected overtime hours during next 12 months, based on Avg. \_\_\_ hrs per \_\_\_\_\_

Total anticipated Overtime Earnings the next 12 months: \$ \_\_\_\_\_ Consistency (Regular/Occasional)

Probability and expected date of any pay increase: \_\_\_\_\_ Anticipated NEW rate of pay: \$ \_\_\_\_\_

Amount of Other Compensation anticipated during the next 12 months (*bonus, commission, tips*): \$ \_\_\_\_\_

Frequency of Other Compensation, if applicable (*please circle one*): *WEEKLY / BI-WEEKLY / MONTHLY / ANNUALLY*

Vacation Pay (*please circle one*): YES or NO If yes, number of days: \_\_\_\_\_

Retirement Account (*please circle one*): YES or NO Amount Accessible to Employee: \$ \_\_\_\_\_

Penalty for withdrawal (*please circle one*): YES or NO Penalty Amount/Percentage: \_\_\_\_\_

Total anticipated Gross Annual Income (*including all other compensation*) over next 12 months: \$ \_\_\_\_\_

Total Gross Income Earned in 20\_\_ : \$ \_\_\_\_\_ Total Gross Income Earned in 20\_\_ : \$ \_\_\_\_\_

**EMPLOYER COMMENTS:** \_\_\_\_\_

\_\_\_\_\_  
Signature of authorized representative: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**NOTE:** For ALL applicable Household Members 18 years or over, obtain a signed copy of this form for each verification to be completed. Send form directly to the appropriate employment source; do not send form through applicant. Upon receiving verification, date-stamp, and compare information to that received on application. Make any necessary notations, date and initial. If significant differences exist between amount reported and verified, obtain a written explanation from applicant and attach to file.

**WARNING:** Florida Statute 817.03 Making false statement to obtain property or credit.—Any person who shall make or cause to be made any false statement, in writing, relating to his or her financial condition, assets or liabilities, or relating to the financial condition, assets or liabilities of any firm or corporation in which such person has a financial interest, or for whom he or she is acting, with a fraudulent intent of obtaining credit, goods, money or other property, and shall by such false statement obtain credit, goods, money or other property, shall be guilty of a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083