

# Request for Verification of Employment

Privacy Act Notice: This information is to be used by the agency collecting it or its assignees in determining whether you qualify as a prospective mortgagor under its program. It will not be disclosed outside the agency except as required and permitted by law. You do not have to provide this information, but if you do not your application for approval as a prospective mortgagor or borrower may be delayed or rejected. The information requested in this form is authorized by Title 38, USC, Chapter 37 (if VA); BY 12 USC, Section 1701 et. seq. (if HUD/FHA); by 42 USC, Section 1452b (if HUD/CPD); and Title 42 USC, 1471 et. seq., or 7 USC, 1921 et. seq. (if USDA/FmHA).

**Instruction: Lender -** Complete items 1 through 7. Have applicant complete item 8. Forward directly to employer, named in item 1.  
**Employer -** Please complete either Part II or Part III as applicable. Complete Part IV and return directly to lender named in item 2.  
**The form is to be transmitted directly to the lender and is not to be transmitted through the applicant(s) or any other party.**

## Part I - Request

<b>TO:</b>	<b>FROM:</b>
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I certify that this verification has been sent directly to the employer and has not passed through the hands of the applicant or any other interested party.

3. Signature of Lender	4. Title	5. Date	6. Lender Loan Number (Optional)
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I have applied for a mortgage loan and stated that I am now or was formerly employed by you. My signature below authorizes verification of this information.

7. Name and Address of Applicant (include employee or badge number)	8. Signature of Applicant
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## Part II - Verification of Present Employment

9. Applicant's Date of Employment	10. Present Position	11. Probability of Continued Employment
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12A. Current Gross Base Pay (Enter Amount and Check Period) <input type="checkbox"/> Annual <input type="checkbox"/> Hourly <input type="checkbox"/> Monthly <input type="checkbox"/> Other (Specify) _____ <input type="checkbox"/> Weekly <input type="checkbox"/> _____	13. For Military Personnel Only Pay Grade _____ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Type</th> <th style="width: 50%;">Monthly Amount</th> </tr> <tr> <td>Base Pay</td> <td></td> </tr> </table>	Type	Monthly Amount	Base Pay		14. If Overtime or Bonus is Applicable, Is Its Continuance Likely? Overtime <input type="checkbox"/> Yes <input type="checkbox"/> No Bonus <input type="checkbox"/> Yes <input type="checkbox"/> No
Type	Monthly Amount					
Base Pay						

12B. Gross Earnings				13. For Military Personnel Only		
Type	Year To Date	Past Year	Past Year	Rations	Flight or Hazard	
	2004	2003	2002			
Base Pay				Clothing		15. If paid hourly-average hours per week.
Overtime				Quarters		16. Date of applicant's next pay increase
Commission				Pro Pay		17. Projected amount of next pay increase
Bonus				Overseas or Combat		18. Date of applicant's last pay increase
Total				Variable Housing		19. Amount of last pay increase.

20. Remarks (If employee was off work for any length of time, please indicate time period and reason)

## Part III - Verification of Previous Employment

21. Date Hired	23. Salary/Wage at Termination Per (Year), (Month), (Week)		
	Base	Overtime	Commissions      Bonus
24. Reason for Leaving		25. Position Held	

**Part IV - Authorized Signature** Federal statutes provide severe penalties for any fraud, intentional misrepresentation, or criminal connivance or conspiracy which influence the issuance of any guaranty or insurance by the VA Secretary, the U.S.D.A., FmHA/FHA Commissioner, or the HUD/CPD Assistant Secretary.

26. Signature of Employer	27. Title (Please print or type)	28. Date
29. Print or type name signed in Item 26	30. Phone No. #	