

## HOUSING AUTHORITY OF HARTSVILLE POST OFFICE DRAWER 1678 HARTSVILLE, SOUTH CAROLINA 29551

Attention: Personnel Department

Re: \_\_\_\_\_

We are required to verify the income of all applicants/residents that participate in any of our Federally Subsidized Programs. This information is required in order to determine a family's eligibility and rent. This information will be held in confidence.

Sincerely,  
Housing Authority of Hartsville

I hereby authorize the release of information to the Housing Authority of Hartsville.

\_\_\_\_\_  
Date Applicant/Resident Signature SS#

\*\*\*\*\*  
Part I

(1) Date Employed: \_\_\_\_\_ Occupation: \_\_\_\_\_ Employee is paid: \_\_\_\_\_ Weekly \_\_\_\_\_ Bi-weekly \_\_\_\_\_ Twice per month  
\_\_\_\_\_ Monthly \_\_\_\_\_ other (\_\_\_\_\_)

(2) Number of hours worked per week, if not paid weekly list # of hours per pay period: \_\_\_\_\_

(3) Wages per hour: \$ \_\_\_\_\_ if not paid hourly, gross wages expected per pay period: \$ \_\_\_\_\_ other earnings (tips, etc.): \$ \_\_\_\_\_ per \_\_\_\_\_

(4) Has the employee worked continuously since hire (i.e. layoffs, leaves, etc.) \_\_\_\_\_

\*\*\*\*\*  
Part II

List gross wage information below: (Gross pay refers to the total wages earned before any deductions.) List wage information, for the last twelve pay periods, if employed less than twelve pay periods list wages from date employed:

Date Pay Period Ends	Hours Worked	Gross Pay	Other Earnings		Date Pay Period Ends	Hours Worked	Gross Pay	Other Earnings		Date Pay Period Ends	Hours Worked	Gross Pay	Other Earnings

Effective date of last pay increase: \_\_\_\_\_ Total earned past 12 months (if employed that long) \$ \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Does employee receive paid vacation? \_\_\_\_\_ Number of days per year \_\_\_\_\_ Does employee receive unpaid vacation? \_\_\_\_\_ Number of days per year \_\_\_\_\_

Does employee receive paid sick leave? \_\_\_\_\_ Number of days per year \_\_\_\_\_

Name of firm: \_\_\_\_\_ Signature: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_ Comments: \_\_\_\_\_

WAGES