



Neighborhood Services
City of Tyler
 900 W. Gentry Pkwy.
 Tyler, Texas 75702
 Ph# (903) 531-1303 Fax# (903) 531-1333

INTERIM: CHANGE OF INCOME () INCREASE () DECREASE

Reason for change: _____

Name:	Employer:
Head of Household:	ATTN:
SSN: ***-**-****	Phone #
Phone #	FAX Number

The housing agency is a federally funded agency assisting qualified families with rent subsidies. The above-named person has authorized the housing agency to verify information regarding his/her employment. Please complete this form and return it to us as soon as possible. Thank you for your assistance

Housing Specialist _____ Tel. # _____

I hereby authorize my employer to release the information requested directly to the housing agency.

Employee Signature: _____ Date: _____

Verification of Employment Income (For Employer to fill out - PLEASE COMPLETE WHETHER CURRENTLY EMPLOYED OR NOT)

1. Date employment began: _____ Date employment terminated: _____
2. Base Pay: \$ _____ () Hour () Day () Week () Bi weekly () Semi-Monthly () Monthly () Yearly
3. Average hours per week _____ (if PRN need average hours worked since PRN or
 If Part Time we need actual hours worked not varies. **(PLEASE ATTACH A 3 MONTH PAYROLL HISTORY)**
 Change in base rate anticipated during next 12 months to \$ _____ per _____
 Overtime pay: \$ _____ per hour expected overtime during next 12 months: _____ hours per week
 Earnings year to date: \$ _____
4. Do federal funds pay for any part of salary? () No () Yes Amount \$ _____
 If yes, name of program _____

Warning! Title 18, Section 1001 of the United States Code, state that a person knowingly and willingly makes false or frequently statements to any department or agency of the United States is guilty of a felony.

Signature _____ Date: _____
 Name(print/type) _____ Company: _____
 Title _____ Address: _____
 Phone: _____

Return To: **ATTN:** _____ FAX# (903)531-1333
 City of Tyler Housing Choice Voucher Program
 900 West Gentry Pkwy Tyler Texas 75702