

**PLEASE RUSH  
LOAN PENDING**

**NO WHITE OUT  
NO CORRECTIONS  
NO RED INK**

**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.U.S.C. Chapter 37 (If V.A.); by 12 U.S.C. Section 1701 et. seq. or 7 U.S.C. 1921 et. seq (if USDA/FMHA)

Instructions: Lender – Complete items 1 through 7. 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 or any other party.

**PART I - REQUEST**

1. (Name and address of employer)	2. From (Name and address of Lender)
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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. Name of Lender	4. Title	5. Date
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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 authorizes verification of this information.

6. Name and Address of Applicant (include SS# or employee #)	7. Signature of Applicant
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**PART II – VERIFICATION OF PRESENT EMPLOYMENT**

8. Applicant's Date of Employment *	9. Present Position *	10. Probability of Continued Employment *
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11a. Current Gross Base Pay (Enter Amount and Check Period)  
\*  Annual  Weekly  Bi-Weekly  
\$ \_\_\_\_\_  Monthly  Hourly For **HOURLY** pay, specify average hours per week: \_\_\_\_\_

11b. Gross Earnings

Type	*Year to Date	*Past Year 2010	*Past Year 2009
Base Pay	\$ Thru _____ 2011	\$	\$
Overtime	\$	\$	\$
Commissions	\$	\$	\$
Bonus	\$	\$	\$
Total	\$	\$	\$

\*12. If OVERTIME or BONUS is Applicable, is its Continuation Likely?  
**Overtime**  
\_\_\_ Yes \_\_\_ No  
**Bonus**  
\_\_\_ Yes \_\_\_ No

13. Date of Applicant's Next Pay Increase *	14. Projected Amount of Next Pay Increase *
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15. Date of Applicant's Last Pay Increase *	16. Amount of Last Pay Increase *
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17. Remarks: If employee was off work for any length of time, please indicate time period and reason:

**PART III – AUTHORIZED SIGNATURE**

**Federal Statutes provide severe penalties for any fraud, intentional misrepresentation, or criminal connivance or conspiracy purposed to influence the issuance of any guaranty or insurance by the V.A. Secretary, the USDA, FmHA/FHA Commissioner, or the HUD/CPD Assistant Secretary.**

18. Signature of Employer:	19. Title (Please print or type)	20. Date *
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21. Print or type name signed in Item 18. *	22. Phone Number *
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