

# Request for Verification of Earnings

**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 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).

## INSTRUCTIONS:

**Lender** — Complete all items below under the LENDER SECTION have the applicant sign in Box 8 or provide a Borrowers Certification & Authorization.

**Employer/Contractor** — Please complete all sections contained under the Employer/Contractor section header.

**This form is intended to be exchanged directly between the lender and employer and should not be transmitted through the client or any other 3<sup>rd</sup> party.**

## LENDER SECTION:

NAME & ADDRESS OF EMPLOYER

NAME & ADDRESS OF LENDER

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**I certify this this verification has been sent directly to the employer/contractor for whom the applicant works/ worked and has not passed through the hands of the applicant or any other 3<sup>rd</sup> party.**

SIGNATURE of LENDER

PRINTED NAME OF PREPARER

TITLE

DATE

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**I have applied for a mortgage loan and have indicated that I am now, or was previously, employed or contracted by your company. My signature below, OR, my signed Certification & Authorization provided by the Lender authorizes the disclosure of the information requested below.**

NAME & ADDRESS OF APPLICANT

SIGNATURE OF APPLICANT

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## EMPLOYER/CONTRACTOR SECTION – EARNINGS VERIFICATION:

### Gross Earnings

Type of Earnings	YTD thru: _____
Commissions	
Bonus	
Base (If applicable)	
Project Fee/Contract Payment	
Other: Describe below	
Other Earnings Description:	

EMPLOYER/CONTRACTOR COMPANY NAME

PRINTED NAME OF PREPARER

PHONE #

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EMAIL ADDRESS

SIGNATURE OF PREPARER

DATE

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**AUTHORIZED SIGNATURE** – Federal statues provide severe penalties for any fraud, intentional misrepresentation, or criminal connivance or conspiracy associated with the information contained herein under the Employer/ Contractor Section. .

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