

## PAY HISTORY VERIFICATION FORM

<b>Section A:</b>	<b>Employee Information</b>	<i>Use Ink ONLY -White-out NOT accepted</i>
Customer Name:		*SSN:
Mailing Address, City, State:		Phone Number:

Employee Hire Date: \_\_\_\_\_

How many work hours does the employee average per week? \_\_\_\_\_

How often is he/she paid?    Weekly    Bi-Weekly    Twice a month    Monthly

Hourly Rate of Pay:     \$

Rate of Pay if Salaried:     \$

<b>Section B:</b>	<b>Only Complete this section if employee has been employed longer than 3 months</b>
<input type="checkbox"/> Paid <b>weekly</b> provide **gross amount for current 13 pay periods;	Employee was paid total gross of \$ _____ Please list total hours worked for the current 13 pay period _____
<input type="checkbox"/> Paid <b>bi-weekly</b> provide **gross amount for current 7 pay periods	Employee was paid total gross of \$ _____ Please list total hours worked for the current 7 pay periods _____
<input type="checkbox"/> Paid <b>twice per month</b> provide **gross amount for current 6 pay periods	Employee was paid total gross of \$ _____ Please list total hours worked for the current 6 pay periods _____
<input type="checkbox"/> Paid <b>monthly</b> provide **gross amount for current 3 pay periods	Employee was paid total gross of \$ _____ Please list the total hours worked for the current 3 pay periods _____
<b>** If Total Gross includes Bonus/Lump Sum/incentives Please list amount \$ _____ How often received: _____</b>	

**PERMISSION FOR RELEASE OF INFORMATION** I hereby give my permission to release information required on this form.

Signed \_\_\_\_\_ Date \_\_\_\_\_

<b>Section C: EMPLOYER INFORMATION</b>	
Company Name:	Company Address, City, State:
Company Representative Signature:	Date:
Company Representative Printed Name:	Phone Number:
Title:	

Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.