AHP/TurnKey
Request for Verification of Employment

Part I – Request

1. To (Name and Address of Employer)	2. From:
3. Name and Address of Applicant	**4. Signature of Applicant**

Part II – Verification of Present Employment ** Sections 5-19 to be completed by Employer only **

5. Applicant's Date of Employment	6. Present Position	7. Probability of Continued Employment

8. Current Gross Base Pay- enter amount and select frequency: Amount $ □ Hourly □ Weekly □ Monthly □ Annual □ Other - specify	9. If paid hourly REGULAR hours per week (do not include overtime hours):
	10. Date of last pay increase:
	11. Amount of last pay increase:

12. Gross earnings

Type of Earning	YTD Earnings	
Base Pay*	$	*Include earnings that supplement regular wages such as holiday, vacation, PTO, sick, etc. in the Base Pay section.
Overtime	$	
Commission**	$	**Frequency of Commission _____
Bonus***	$	***Frequency of Bonus _____
Other****	$	****Specify type _____
Other*****	$	*****Specify type _____
Total	$	
YTD Start Date:	Pay Period End Date:	YTD Start Date: Enter the Pay Period Start Date corresponding to the first paycheck of the year (Depending on the pay schedule, this could be a date from the previous year).

13. Seasonal Employment (Job does not require applicant to work year-round):   Yes   No   If yes, complete the Number of Weeks the Applicant Will Work This Year and the Number of Weeks Worked YTD, in the space provided.

Number of Weeks Will Work This Year: _____   Weeks Worked Year-to-Date: _____

14. Remarks:

Part III – Authorized Signature

15. Signature of Employer	16. Title (please print or type)	19. Date
17. Print or Type Name	**18. Phone Number**	