

**MODEL
FORM**

Use Form to Verify Unemployment Compensation

Be sure to include unemployment compensation in your income calculations when certifying and recertifying residents. Even if a resident doesn't know how long he'll be out of work and collecting benefits, according to Handbook 4350.3, an owner must calculate projected annual income by annualizing current income. If your state agency doesn't have its own unemployment compensation verification form, you can adapt the following one.

UNEMPLOYMENT INCOME VERIFICATION	
PROJECT NAME: _____	DATE: _____
APPLICANT/RESIDENT: _____	
UNIT ID: _____	SSN: _____
AGENCY PROVIDING BENEFITS	
AGENCY NAME: _____	
CONTACT NAME: _____	
ADDRESS: _____ _____	
TEL. #: _____	EMAIL: _____
My signature authorizes verification of my unemployment income information.	
APPLICANT/RESIDENT'S SIGNATURE: _____	DATE: _____
The individual named directly above is an applicant/resident of the IRC §42 Low Income Housing Tax Credit Program. The information provided will be used to determine eligibility for the program and remains confidential to the satisfaction of that stated purpose only. Your prompt return of the requested information will be appreciated.	
OWNER/MANAGEMENT AGENT NAME: _____	
PLEASE RETURN THIS FORM TO: _____	
BE COMPLETED BY BENEFIT ADMINISTRATION	
• Please List All Benefits Received By the Above Named Applicant/Resident	
• Please Attach a Pay History for Past 12 Months	
Are benefits currently being paid? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If NO , when did they end: _____	
If YES , please list gross benefit amount: \$ _____ <input type="checkbox"/> WEEKLY <input type="checkbox"/> BIWEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> OTHER _____	
When did payments begin: _____ When will payments end: _____	
List any available extensions: _____	
List any expected changes: _____	
SIGNATURE: _____	DATE: _____
NAME & TITLE OF PERSON SUPPLYING THE INFORMATION: _____	
TEL. #: _____	EMAIL: _____
NOTE: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.	