



www.hagc.net

Housing Authority of Grant County

1139 Larson Blvd. • Moses Lake, WA 98837-3308

Phone: (509) 762-5541 • Fax: (509) 762-2202

Toll Free: (800) 747-9202 • TTY: (800) 833-6388

EMPLOYMENT VERIFICATION

Employee: _____ Date: _____

Employer Name: _____ Contact Person: _____

Address: _____ Phone Number: _____

Employer Signature: _____

•If the person is currently employed by you, please fill out this section:

How long has the above named employee been working for your company? _____

Is this Position: Temporary Permanent Seasonal

His/her wages are: \$ _____ per hour and _____ hours per week _____ weeks per year

or \$ _____ per month and _____ hours per month

Year-to-Date Gross earnings: \$ _____ How often does the employee get paid? _____

Commissions, bonuses, tips, other: \$ _____ (check one below) Included in Y-T-D figure above? Yes No

Hourly Weekly Bi-Weekly Monthly Semi-Monthly Yearly Other: _____

Does the employee participate in a 401(k) retirement account? Yes No Can employee access the account? Yes No

•If the person is not working for you right now but will in the future, please fill out this section:

Start Date: _____ Will this position be: Temporary Permanent Seasonal

His/her wages we will be: \$ _____ per hour and _____ hours per week

or \$ _____ per month and _____ hours per month

How often will the employee be paid? _____

Return this form to: _____, Phone 509-762-5541 ext _____

Fax: 509-762-2202

Email: _____



The Housing Authority of Grant County, Washington, does not discriminate on the basis of race, color, national origin, religion, sex, physical or mental disability, or familial status. The Housing Authority of Grant County's policies and practices are designed to provide assurances that persons with disabilities will be given reasonable accommodations, upon request, so that they may fully access and utilize the housing programs and related services.

