

EMPLOYMENT/UNEMPLOYMENT VERIFICATION FORM

(Complete Part I or II whichever applies to your situation)

Part I

I, _____ confirmed that _____

Employment HR/Personnel Representative

Client Name

() is currently employed with _____ working _____ hours per week and has been since _____.

Date

OR

() was employed with _____ and ended employment with company on

Company

Date

Signed: _____ Date: _____

Title: _____

Part II

Date _____

Name: _____ DOB: _____

() I certify that my last date of employment was _____ at _____
Date Company

and I am unable to provide proof of unemployment either with a signed statement above or through the Employment Security Division.

The party requesting proof of income may accept your Form 1099-G, which the state workforce agency uses to report unemployment compensation to the Internal Revenue Service and state taxation agency. The form shows the amount of benefits you received during the most recent tax year and the amount of taxes withheld. You may be able to get a copy of your 1099-G by logging into your online unemployment account or calling or visiting the unemployment agency.

() I certify that I have never been in the workforce.

Signature _____ Date: _____

Official Use Only:

I have verified the above information:

Administrative Officer: _____ Date _____

Note: