



Home  
Energy  
Assistance  
Program

Phone 1.513.695.2100 • Fax 513.695.2236

### **SEASONAL EMPLOYMENT VERIFICATION**

Household members who work on a 12-month contract but will be paid over a period of less than 12 months are considered to receive seasonal employment income. School district employees may be the most common example of this situation. For example, some teachers get paid for 9 months but have a 12-month contract.

Seasonal employees are required to provide 12 months of income documentation. If pay stubs are not available, the employee may request the employer to complete the information below.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Occupation: \_\_\_\_\_

Business Name (please print): \_\_\_\_\_

#### **\*\*To be completed by the Employer Only\*\***

Please complete the below information, sign and return to the agency or via listed employee. Your assistance is appreciated.

Date employment began: \_\_\_\_\_ Date first paycheck issued: \_\_\_\_\_

Date employment ended (if applicable): \_\_\_\_\_

Date last paycheck was issued: \_\_\_\_\_ Gross amount of last pay: \_\_\_\_\_

Provide the information below for the last 12 months from the date above or attach a copy of pay stubs.

Date Issued:	Gross Pay Amount:	Medical Deductions:

Employer Address: \_\_\_\_\_

Employer Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

Employer Name (print) \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

Verified by \_\_\_\_\_ Date \_\_\_\_\_