



# REQUEST FOR VERIFICATION OF EMPLOYMENT

**Privacy Act Information:** The VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1.526 for routine uses identified in the VA system of records, 55VA26, Loan Guaranty Home, Condominium and Manufactured Home Loan Applicant Records, Specially Adapted Housing Applicant Records and Vendee Loan Applicant Records - VA, published in the Federal Register. For example, information verifying an applicant's employment may be disclosed to a prospective mortgagee proposing to make a guaranteed loan on the veteran applicant's behalf. Your obligation to respond is voluntary but failure to provide requested information could impede processing.

**Respondent Burden:** This information is needed to help determine a veteran's qualifications for a VA guaranteed loan. Title 38, United States Code, section 3710 authorizes collection of this information. We estimate that you will need an average of 10 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at: [www.whitehouse.gov/omb/OMBINV.VA.EPA.html#VA](http://www.whitehouse.gov/omb/OMBINV.VA.EPA.html#VA). If desired, you can call 1-800-827-1000 to get information on where to send comments or suggestions about this form.

**Lender or Local Processing Agency (LPA)** completes Items 1 through 6 and has the applicant sign in Item 7. Forward the completed form directly to the employer named in Item 1.

**Employer** completes either parts II and IV or parts III and IV. Return the form directly to the lender or local processing agency named in Item 3 of part I.

## PART I - REQUEST CERTIFICATION

1. NAME AND ADDRESS OF EMPLOYER		2. NAME AND ADDRESS OF APPLICANT	
3. NAME AND ADDRESS OF LENDER OR LOCAL PROCESSING AGENT (LPA)			
I CERTIFY THAT this verification has been sent directly to the employer and has not passed through the hands of the applicant or any other interested party.			
4A. SIGNATURE OF LENDER, OFFICIAL OF LPA, OR USDA LOAN PACKAGER  <b>X</b>		4B. TITLE OF LENDER, OFFICIAL OF LPA, OR USDA LOAN PACKAGER	
5. DATE		6. VA OR USDA NO.	
I have applied for a mortgage loan or rehabilitation loan and stated that I am/was employed by you. My signature in the block authorizes verification of my employment information.		7. APPLICANT'S SIGNATURE AND EMPLOYEE IDENTIFICATION  <b>X</b>	

## PART II - VERIFICATION OF PRESENT EMPLOYMENT

8. PRESENT POSITION		9. DATE OF EMPLOYMENT		10. PROBABILITY OF CONTINUED EMPLOYMENT		11A. PAID BY: SALARY <input type="checkbox"/> YES <input type="checkbox"/> NO COMMISSION <input type="checkbox"/> YES <input type="checkbox"/> NO		11B. IS OVERTIME/BONUS LIKELY TO CONTINUE? OVERTIME <input type="checkbox"/> YES <input type="checkbox"/> NO BONUS <input type="checkbox"/> YES <input type="checkbox"/> NO	
12. CURRENT BASE PAY <b>▶</b> <input type="checkbox"/> ANNUAL <input type="checkbox"/> MONTHLY <input type="checkbox"/> WEEKLY <input type="checkbox"/> HOURLY <input type="checkbox"/> OTHER (Specify)		<b>14A. MONTHLY TAXABLE PAY (For Military Personnel Only)</b>							
13A. BASE EARNINGS YEAR-TO-DATE PAST YEAR \$   \$		13B. OVERTIME YEAR-TO-DATE PAST YEAR \$   \$		13C. COMMISSION YEAR-TO-DATE PAST YEAR \$   \$		13D. BONUSES YEAR-TO-DATE PAST YEAR \$   \$		14B. MONTHLY NONTAXABLE PAY (For Military Personnel Only) QUARTERS VHA CLOTHING \$   \$   \$ RATIONS OTHER (Specify) \$   \$	
15. REMARKS: IF PAID HOURLY, PLEASE INDICATE AVERAGE HOURS WORKED EACH WEEK DURING CURRENT AND PAST YEAR									

## PART III - VERIFICATION OF PREVIOUS EMPLOYMENT

16. SALARY/WAGE AT TERMINATION: <input type="checkbox"/> YEARLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> WEEKLY		BASE PAY \$		OVERTIME \$		COMMISSIONS \$		BONUS \$	
17. DATES OF EMPLOYMENT FROM TO		18. REASONS FOR LEAVING							
19. POSITION HELD									

**PART IV - CERTIFICATION** Federal statutes provide severe penalties for any fraud, intentional misrepresentation, or criminal connivance or conspiracy purposed to influence the issuance of any guaranty or insurance by VA or USDA Administrators.

20. SIGNATURE  <b>X</b>		21. TITLE OF EMPLOYER		22. EMPLOYER'S TELEPHONE NO. (Include Area Code)		23. DATE	
-------------------------------	--	-----------------------	--	--	--	----------	--