



**HOUSING AUTHORITY**  
*of the City of Beaumont, Texas*

**Termination of Employment Verification**

**To:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_

**RE:** \_\_\_\_\_  
**SS#:** \_\_\_\_\_

We are required to verify income of applicants and residents that request housing. In order that we may determine eligibility and establish rents, we request your cooperation in supplying the following information, which we assure, will be kept in strict confidence.

**I authorize the release of the information requested below.**

Signature of Applicant/Resident: \_\_\_\_\_ BHA Official: \_\_\_\_\_  
\*\*\*\*\*Office Use Only\*\*\*\*\*  
Employee's Name \_\_\_\_\_ SS# \_\_\_\_\_ Other # \_\_\_\_\_

Employee's Address \_\_\_\_\_ Date Employed \_\_\_\_\_

Date of Termination \_\_\_\_\_ Last Day Employee Actually Worked \_\_\_\_\_

Will employee receive additional pay for unused annual or sick leave?  YES  NO

If answer to above is yes, state amount employee will receive. \$ \_\_\_\_\_

Will employee receive any additional pay checks for any workmen's compensation?  YES  NO

If yes, give name and address of company through which this may be verified:

\_\_\_\_\_  
Name of Firm \_\_\_\_\_ Street Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Reason for Termination:  Employee Quit  Terminated for Cause  
 Lack of Work  Other

If terminated for lack of work or other, do you anticipate re-hiring this employee?  YES  NO

If yes, when? \_\_\_\_\_

Signature of Employer or Authorized Representative: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Warning: Title 18**

“Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the \*\*Social Security Act at 208 (a) (6), (7) and (8). Violations of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).\*\*

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