



CHILD CARE PAYMENT PROGRAM
WAGE VERIFICATION FORM

The following individual is an applicant for child care subsidy. His/her signature below authorizes the release of wage information requested on this form and the release of information regarding his/her employment. His/Her signature below releases the company (employer) from any liability for any damage resulting from disclosure of this information.

Employee Name

Employee Signature

Date

SECTION A: EMPLOYEE TYPE

Select the type that applies to the above listed individual's employment status.

- NEWLY HIRED EMPLOYEE: Has been employed for less than 30 days. Anticipated Work Hours: _____
- ONGOING EMPLOYEE: Has received payment for at least 30 days of employment.
- SELF EMPLOYED: Business is less than 12 months old. Must also submit a copy of the business license .
- SELF EMPLOYED ONGOING: Business has filed at least one Federal Income Tax Return. Must also submit the most recent Estimated Tax Report or Schedule C from the 1040 Federal Tax Form.

Date Hired/Started Business if Self Employed: _____

Start Date: _____

Type of Job: _____

Wage Calculation: Hourly Weekly Monthly Wage/Rate of Pay: _____/hr/wk/mo (circle one)

Method of Payment: Cash Direct Deposit Company Check Personal Check*

****If paid by personal check, you must submit copies of the last two cancelled paychecks.***

Pay Frequency: Daily Weekly Two Times a Month Every Two Weeks Monthly

Is employee eligible for any of the following? (Check all that apply):

- Tips
- Bonuses
- Commission
- Overtime
- Other pay above regular earnings

SECTION B: WAGE VERIFICATION

If paid weekly, fill out rows 1-4 below. If paid twice a month or every two weeks, fill out rows 1-2 below. If paid monthly, fill out row 1 below. If paid daily, fill out rows 1-4 and attach an additional page to reflect a month's worth of payment.

Date Pay Period Ended	Date Employee Received Payment	Actual Hours Worked	Gross Pay	Other Pay Type (tips, commission, etc.)	Other Pay Amount

SECTION C: SUBMISSION

Signature of Person Completing the Form

Name of Business

Title

Address

Date

City State Zip

Phone Number