


**Seasonal Employment Verification Form:**

Household members who work on a 12-month contract but will be paid over a period of less than 12 months, or are employees hired into a position for a short term, are considered to receive seasonal employment income. They are mostly part-time or temporary workers that help out with increased work demands or seasonal work that may arise in different industries.

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.

Local Delegate Agency Contact Information:

Supports to Encourage Low Income Families 930 9 <sup>th</sup> Ave Middletown, Ohio 45044 513-868-9300	
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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 listed above. 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:	

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

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

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

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