



# Employer Income Verification Statement

If you receive wages or a salary you can submit this statement as documentary proof of your income. Have your employer complete Section 1 then verify the information by completing Section 2.

## OFFICE USE ONLY

Person Ref: .....

Application/Tenancy Ref: .....

File Number: .....

Admin Unit: .....

HPRM Number: .....

## DATE RECEIVED STAMP

## SECTION 1 To be completed by the employer

### EMPLOYEE DETAILS

Name .....

Address .....

..... Postcode .....

Telephone ..... Employment commencement date ...../...../.....

### INCOME DETAILS

*Please provide details of the employee's average weekly income for the last 3 months.*

Date from ..... to .....

Summary of average gross weekly income:

\$ ..... Base gross income

\$ ..... Overtime payments

\$ ..... Salary sacrificed (including superannuation)

\$ ..... Other income (commissions, bonuses, allowances, etc)

Total average gross weekly income \$ .....

### EMPLOYER DETAILS

Company/business name .....

Address .....

..... Postcode.....

Telephone ..... ABN .....

Name .....

Job title .....

Signature .....

Date ...../...../.....

## COMPANY/BUSINESS SEAL OR STAMP

## SECTION 2 To be completed by the employee

I (name of employee) ..... confirm the information provided by my employer is correct.

Signature ..... Date ...../...../.....