



310 N. Sixth Street
DeKalb, IL 60115
Phone: 815-758-2692
Fax: 815-758-4190
www.dekcohousing.com

Verification of Employment Termination

PLEASE READ CAREFULLY

I, _____, authorize the employer listed below to furnish the information requested to the Housing Authority of the County of DeKalb for support in housing program participation as required by HUD Regulations.

Date

Signature

Soc. Sec. Number

Employer Name

Employer Phone/Fax

Employer Street Address

Employer Email

Employer City, State, Zip

This Section to be completed by Employer

Employee's Name _____ SSN: _____

Employee's Address _____

Date Employed _____ Date of Termination _____

Last Day Employee Actually Worked _____ YTD Earnings _____

Additional Pay: Will employee receive additional pay (i.e., unused vacation or sick leave)? Yes No
If yes, state amount employee will receive: \$ _____

Workmen's Compensation: Will employee receive any additional pay? Yes No
If yes, please provide contact information through which this may be verified:
Compensation Contact: _____

Reason for Termination: Employee Quit Terminated for Cause Lack of Work Other
If terminated for lack of work, will employee be rehired? Yes No
If, Yes When: _____

Authorized Representative
Name & Title: _____

Email: _____ Phone: _____ Fax: _____

Signature: _____ Date: _____

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.

Office Use:

- Chelsea Bemis**
HCV Administrator
815-758-2692 x. 125
cbemis@dekcohousing.com
- Abby Adams [A-L & EHV]**
HCV Case Manager
815-758-2692 x. 126
aadams@dekcohousing.com
- Lexy Moreland [M-Z & VASH]**
Admissions Manager
815-758-2692 x. 127
amoreland@dekcohousing.com
- Katy Kingren**
Rent Specialist & Portability
815-758-2692 x. 130
kkingren@dekcohousing.com
- Susan Capps [PH-SPC]**
PH & SPC Case Manager
815-758-2692 x. 131
susan@dekcohousing.com
- Diana Carr**
Admissions Manager
815-758-2692 x. 129
dcarr@dekcohousing.com
- Annette Trevino**
Admissions Assistant
815-758-2692 x. 128
atrevino@dekcohousing.com

Attempt #1 _____

Attempt #2 _____

Attempt #3 _____