



Appendix IX: Seasonal Employment Verification

Seasonal Employment Verification Form

Seasonal employees are required to provide 12 months of income documentation. If pay stubs are not available, the employer must complete the information below.

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. They are mostly part-time or temporary workers helping with increased work demands or seasonal work arising in different industries.

Local Energy Assistance Provider Contact Information: _____

Employee Name: _____ Date: _____

Employee Signature: _____

Occupation: _____

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 separated document to this form.

Table with 3 columns: Date issued, Gross pay amount, Medical/Child Support/Dental/Vision/HSA Deductions. Multiple empty rows for data entry.

Employer Name (print): _____

Employer Address: _____

Employer Signature (required): _____ Date: _____

Employer Name (print): _____ Contact Phone Number: _____