



Check Stub Supplemental Information

Applicant/Resident Name: Jamey cummins Apt. #: 2309
Employer (Company Name): Eastside Music School Phone #: _____
Name of Contact: Sarah Title: _____

Date of Clarification: ____/____/____ Information Verified By ☐ Phone ☐ Email (attach email) ☐ Check stubs

Note to staff: *If an applicant/resident was hired in the current year, you must verify the hire date.* If they have ended a job within the past 6 months, you must verify Last Date of Employment. If there are additional questions that need clarified, please use a File Clarification form. **Questions 1 - 7 are required to be completed:**

1. Hire Date: ____/____/____ OR Last Date of Employment: ____/____/____
2. Year-to-Date (YTD) total income: \$ _____
YTD start date ____/____/____ through ____/____/____
3. What is the Pay Frequency? ☐ Weekly ☐ Bi-weekly ☐ Semi-monthly ☐ Monthly
4. Current Rate of Pay? \$ _____ per ☐ Hour ☐ Week ☐ Month ☐ Year
5. Is the employee Full Time? ☐ YES ☐ NO (Scheduled for 40+ Hours per week)
If NO: Number of hours scheduled to work each week? _____ (ask for average # if hours vary)
6. Overtime rate per hour \$ _____ Average # overtime hours per week _____
7. Will the employee be receiving a raise within the next 12 months? ☐ YES ☐ NO
If YES: New hourly rate will be \$ _____ and will be effective ____/____/____
8. Does the employee receive cash tips? ☐ YES ☐ NO If YES; Amount \$ _____
How often? ☐ Weekly ☐ Bi-weekly ☐ Semi-monthly ☐ Monthly
9. Does the employee receive bonuses or commissions? ☐ YES ☐ NO If YES: Amount \$ _____
How often? ☐ Weekly ☐ Bi-weekly ☐ Semi-monthly ☐ Monthly
10. Shift Differential rate per hour \$ _____ Average # of these hours per week _____
11. Does the employee have access to a Retirement Plan prior to termination or retirement? ☐ YES ☐ NO
12. If the Applicant/Resident is Seasonal (i.e. school employee) we need the following information:
Is the employee paid over 12 months? ☐ YES ☐ NO If NO, What period of time: _____ (days, months)

Print Staff Name _____

Staff Signature _____

Title _____

