



SERVICES AND FOOD BANK

815 S. Freedom Blvd. Suite 100 Provo, UT 84601 P: (801) 373-8200 F: (801) 373-8228 CommunityActionUC.org

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Employee name

Signature

Date

By signing here I authorize my employer or former employer to release information to Community Action Services & Food Bank regarding my employment and wage. I understand the rest of this form is to be filled out by my employer.

1. Employer , Name of Company

Company Address Phone

Person filing out form Position

Signature

2. Name of employee Position

3. Start Date Pay Schedule: Weekly Every two weeks Twice a month Monthly

4. Wage /hr or Salary \$ /mo/yr Hours per week

5. Weekday paycheck is available Is job temporary? Y N how long?

6. Termination date (if applicable) and reason

7. If this is a NEW employee, please list the dates and estimated amounts of the first four paychecks.

8. If this is NOT a new employee, please list the dates and amounts of the previous four paychecks.

9. If this is a FORMER employee, please list date and amount of final paycheck.

Table with 4 columns: Check dates, Hours, Gross amount, Net amount. Rows show dates like / /2011 and dollar amounts.

10. Is there commission, bonuses, or severance not included in these amounts?

11. Additional comments:

The case manager requesting this information is reached on Ext Thank you.