



Employment Termination Form

Instructions:

The Grand Rapids Housing Commission (GRHC) must verify employment status for families receiving assistance under federal law, including employment termination when applicable. If official documentation for your termination is not available, the GRHC will request verification directly from your former employer.

Please read and sign the authorization statement allowing your former employer to release the requested information to the GRHC on your behalf. Then, fill out your employer’s contact information. Once signed, GRHC will forward the form to them to complete the remaining sections.

Applicant or Resident Information							
Name:				Head of Household: <i>(if different)</i>			
Date of Birth:		SSN #:		Phone:		Email:	
Address:							
City:				State:		Zip Code:	

Employer Information									
Employer Name:									
Contact Person:									
Address:				City:		State:		ZIP Code:	
Phone:			Fax:			Email (if available):			

Applicant or Resident Release		
I hereby authorize the release of the requested information to the Grand Rapids Housing Commission.		
_____	_____	_____
<i>Applicant/Resident Signature:</i>	<i>Printed Name:</i>	<i>Date (MM/DD/YYYY)</i>

Applicant/Resident: Do Not Continue!

Page 2 for Employer Only



REASONABLE ACCOMMODATION NOTICE: IF YOU REQUIRE ASSISTANCE OR A REASONABLE ACCOMMODATION TO COMPLETE THIS FORM DUE TO A DISABILITY, PLEASE CONTACT OUR OFFICE AT 616-235-2600. WE ARE COMMITTED TO ENSURING EQUAL ACCESS TO OUR SERVICES AND WILL PROVIDE APPROPRIATE ASSISTANCE TO HELP YOU COMPLETE THIS FORM.

Employer Instructions:

The individual above has authorized you to complete this form to help the Grand Rapids Housing Commission verify their employment termination. This information will be used only for HUD housing program requirements. Please complete all applicable sections below, then provide your contact information and sign at the bottom of the form.

Termination Information				
Date of Employee Termination:		Last Date Worked:		
Reason for Termination:	<input type="checkbox"/> Employee Quit <input type="checkbox"/> Other (describe): _____			
Do you anticipate rehiring them?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	If yes, when? _____			
	If yes, why? _____			
Total Severance Pay anticipated for the next 12 months:	\$ _____			
Is the employee entitled to unemployment compensation?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Workers' Compensation Information				
Will they get more paychecks for Workers' Comp?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	If yes, when will they be issued? _____			
If yes, please provide the information for the company that can verify:	Company:			
	Contact Person:			
	Address:			
	Phone:		Email Address:	
Notice of Federal Penalties for False Statements (18 U.S.C. § 1001)				
Federal law (18 U.S.C. § 1001) prohibits giving false or misleading information to the U.S. Government, including for housing programs administered by the Grand Rapids Housing Commission (GRHC) and the Department of Housing and Urban Development (HUD). This includes lying, hiding important facts, or submitting documents with false information. Violations may result in fines and up to 5 years in prison (or up to 8 years for certain serious offenses).				
I hereby certify that the information provided on this form regarding employment termination is true and accurate to the best of my knowledge.				
Print Name:		Title:		Phone:
_____		_____		
Preparer Signature		Date (MM/DD/YYYY)		

(Return information on next page)

Return Instructions

IMPORTANT: This form must be returned directly by the employer. For regulatory compliance, GRHC cannot accept forms returned by the applicant/employee.

Preferred Method	Email
Please scan and email the completed, signed form to:	ic@grhousing.org
Alternate Method	Fax or Mail
If email is <u>not possible</u> , you may return the form to:	<p>Grand Rapids Housing Commission Attn: _____ 1420 Fuller Avenue, S.E. Grand Rapids, MI 49507 Phone: (616) 235-2600 Fax: (616) 235-2660</p>