Early Learning Coalition of the Nature Coast
Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

VERIFICATION OF INCOME / EMPLOYMENT

To the Employer:
Please assist in determining if your employee is eligible for School Readiness funds by completing this form in its entirety. The Verification of Income/Employment cannot be accepted if it contains white out or if entries are scratched out. THE FORM MUST BE COMPLETED IN FULL BY STAFF AT MANAGEMENT LEVEL. If you require additional blank forms, please contact our offices (listed below). Forms are also available on the Coalition's website @ www.elc-naturecoast.org.
If you are completing the form to show loss of income, complete to "termination date" then add signature of employer, title and date at the bottom of the form.

Employee:	
Address:	
City, Zip:	
Social Security Number:	

Employer:	
Address:	
City, Zip:	
Telephone:	

Job Title: _____ Hire Date: _____ Termination Date (if applicable): _____

Weekly Work Schedule		
	From	To
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Is this a seasonal or temporary position? ☐ yes ☐ no
If yes, position begins: _____ ends: _____

Does employee receive tips? ☐ yes ☐ no
Rate of Pay
$ _____per hour Hours per week _____ Days per week* _____
$ _____other _____
Frequency (please circle)
Weekly Bi-weekly Semi-Monthly Monthly
*Please initial if the employee is required to work Saturday and/or Sunday: Sat ____ Sun____

Record of Pay Received for Last Six Weeks				
Pay Date	Hours Worked	Gross Earnings	Tips	Net Pay

The information I have provided is true and complete to the best of my knowledge. I understand that by giving false information I may be subject to prosecution for fraud.

Name of Employer (please print) **Title** (please print) **Date**

Signature of Employer

Chiefland Office
212 N. Main Street
Chiefland, FL 32626
Phone: 352-490-5855
Fax: 352-490-6762
Toll-Free: 877-840-5437

Crystal River Office
1560 N. Meadowcrest Blvd.
Crystal River, FL 34429
Phone: 352-563-9939
Fax: 352-563-5933
Toll-Free: 877-336-5437

Sumter Office
114 N. Jumper Drive
Bushnell, FL 33513
Phone: 352-793-5430
Fax: 352-793-6230