

# Employment Verification Form

Employee Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

The above named person has applied for the sliding scale fee at Pediatric Associates of Watertown, PC. To determine eligibility for the person/family, all earnings must be verified.

## **THIS SECTION MUST BE FILLED OUT BY EMPLOYER IN INK:**

1. Is the person named above employed by you? \_\_\_\_\_ (Yes) \_\_\_\_\_ (No) Date hired: \_\_\_\_\_

Give total gross income for previous year if worked: \_\_\_\_\_

Estimated length of employment since first hired (Months) (Years) \_\_\_\_\_

Date terminated (if applicable) \_\_\_\_\_.

If employee is or has been on leave of absence, give date leave began: \_\_\_\_\_

Date of expected return: \_\_\_\_\_.

Is the employee seasonal? \_\_\_(Yes) \_\_\_ (No)

If yes, give current year total income: \_\_\_\_\_ & if applicable, Contracted hours \_\_\_\_\_

2. How often is the employee paid? \_\_\_ weekly \_\_\_ every 2 weeks \_\_\_ monthly \_\_\_ twice monthly.

Average number of hours worked per week. \_\_\_\_\_.

3. Please state hourly wage: \_\_\_\_\_.

4. Are any changes expected in employee's pay or status during the next six months?

If yes, please explain: \_\_\_\_\_.

5. On the chart below, please state all earnings for the last four (4) weeks:

PLEASE INDICATE EARNINGS BEFORE DEDUCTIONS

DATE PAID

GROSS AMOUNT

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Does the employee have health insurance? \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

If yes, please fill in the information below:

Name of insurance company \_\_\_\_\_.

Policy Number \_\_\_\_\_.

Group Number \_\_\_\_\_.

Effective Date \_\_\_\_\_.

Name(s) of insured dependents: \_\_\_\_\_.

Name of person representing the employer: \_\_\_\_\_ Date: \_\_\_\_\_

I authorize my employer, \_\_\_\_\_ to release wage information to PAW.

\_\_\_\_\_  
SIGNATURE OF PATIENT/EMPLOYEE

\_\_\_\_\_  
DATE