



Nebraska Investment Finance Authority (NIFA) TIP SHEET Employment Income

Key Question Tips:

Employment Verification Form

- Tenant/Management Section
 - Ensure the top section is completed in its entirety by the tenant and signed and dated by both the tenant and management (please note: NIFA does not accept blanket release forms).

- Employer Section
 - Ensure the form is sent directly to the third party (i.e. the employer) and the third party completes every question in its entirety. If a question is left blank, the third party will need to complete with the applicable information or N/A if it does not apply.
 - If a range is provided for any of the questions (i.e. hours worked per week or hourly wage), the highest number in the range should be used for calculating of income.
 - If a question is answered “varies,” the third party will need to clarify what varies means.
 - If the third party indicates they have access to a 401k, the applicable asset verification for this account needs to be completed.
 - Ensure the third party completes the entire signature/company information at the bottom of the form and that it is signed and dated by the third party (no stamped or digital signatures accepted).

Determining Employment Wage Income

- The use of the Income and Asset Income Calculation Worksheet is strongly recommended.
- Using the data on the Employment Verification Form, annualize the year-to-date earnings and compare this amount with the current wage calculation. The higher amount should be entered on the Tenant Income Certification (TIC) as the annual wage income.
- If there are discrepancies between the annualized year-to-date amount and the current wage calculation, further clarification with the third party may be required.
- If an anticipated change in the employee’s rate of pay within the next 12 months is indicated, please ensure it is taken into account in the calculation.
- If paystubs are used in lieu of a completed Employment Verification, please ensure four to six consecutive paystubs are submitted.