



**Housing Trust Fund Corporation
 NY Rising Housing Recovery Program
 INCOME VERIFICATION FORM**

INSTRUCTIONS

This “Income Verification Form” must be completed by all household members, 18 years and older, who reside in a unit receiving assistance from the Housing Trust Fund Corporation’s “NY Rising Housing Recovery Program”, regardless of whether or not he or she is an owner of the Property.

PURPOSE

This document is used to verify your Adjusted Gross Income (AGI) with the NY State Department of Taxation and Finance in order to determine if your household qualifies as low/moderate income (“LMI”). Funding awarded to LMI households must be reported to HUD, but will not affect your eligibility for the NY Rising Program, and is not shared with other entities.

NY RISING RESPECTS YOUR PRIVACY, and does not intend to provide any information regarding your household income to any outside parties which are not critical to the income verification process, including credit bureaus, federal or state tax agencies or any private lenders.

Identification:

Name of Household Member Submitting this Form: _____

Social Security No. _____

Joint Taxpayer’s Name _____ Joint Taxpayer’s SSN _____

Name used on tax return (if different) _____

Address used on tax return _____

Name of Property Owner(s)/Applicant(s): _____

Property Address: _____

Income Reporting

If you are a Rental program tenant: Check this box if you are currently receiving Section 8 rental assistance. (NOTE: If you currently receive Section 8 assistance, simply sign this form. NO MORE INFORMATION IS REQUIRED.)



***If you did not file a 2013 New York State Tax Return, but did file a 2013 Federal tax return (1040, 1040A, or 1040EZ), skip to **Step 2**.

If you did not file a 2013 State tax return or 2013 Federal tax return, skip to **Step 3**

If you did file a 2013 New York State tax return and/or a 2013 Federal tax return, but there has been a significant change to your income or financial circumstances since 2013, skip to **Step 3*****

Step 1:

Check this box if you filed a NEW YORK STATE tax return for 2013, AND there has been no significant change in your income or financial circumstances.

Please complete the form DTF-505, which authorizes NY Rising to obtain your 2013 AGI (Adjusted Gross Income) directly from New York State Department of Taxation and Finance **Step 2:**

Check this box if you did not file a NEW YORK STATE tax return for 2013, but did file a FEDERAL tax return (1040, 1040A, or 1040EZ) for 2013, AND there has been no significant change in your income or financial circumstances.

Please complete the IRS Form 4506-T, which authorizes NY Rising to obtain your 2013 AGI (Adjusted Gross Income) directly from the Internal Revenue Service.

Step 3:

Check this box if you did NOT file a 2013 State or Federal tax return, OR if you did file a tax return, but there has been a significant change in your income or financial circumstances. Please provide an explanation of your income for the most recent year.

Sources of income include, but are not limited to:

- the full amount before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips, bonuses, and other compensation for personal service, the net income of any kind from real or personal property;
- The full amount of periodic payments received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including a lump-sum payment for the delayed start of a periodic payment other than Supplemental Security Income;
- Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay;
- Welfare assistance;

Applicant Last Name _____ Application Number _____
Form ZD05



- Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling;
- All regular pay, special pay and allowances of a member of the Armed Forces (other than pay for hazardous duty).
- Interest or dividend income
- Business income
- Partnership, S-Corporations, Trusts, Royalties, Rental income, Farm Income

Check each source of your income and include copies of the document or documents listed next to each source of income to verify that source of income (Social Security or SSI check or award letter, copy of bank statement showing direct deposit of benefits, copy of check, etc.).

Be sure to submit a copy (not the original) of supporting documents. Failure to provide this information may delay the processing of your request.

___ Wages, salaries, tips etc. W-2, 1099 or proof of earned income for the most recent two months (proof of direct deposit or paystubs)

___ Interest and/or dividend income. 1099 INT or 1099 DIV for previous year or current interest/dividend statement from brokerage or bank

___ Maintenance/Child Support (copies of checks, proof of direct deposit or copy of court order)

___ Unemployment (copy of benefits letter or copy of recent checks for eight (8) weeks)

___ Business/Self-employed (copy of most recent tax forms filed with the IRS)

___ Capital gains and/or other gains

___ Retirement/Pensions Income/IRA distributions – copy of annual benefits statement or proof of payment for most recent two months (if direct deposit, bank statements for most recent two months with direct deposit underlined)

___ Annuity income – copy of annual benefits statement or proof of payment for most recent two months (if direct deposit, bank statements for most recent two months with direct deposit underlined)

___ Insurance payments – copy of annual benefits statement or proof of payment for most recent two months (if direct deposit, bank statements for most recent two months with direct deposit underlined)

___ Severance pay (copy of check, or statement of payment)

___ Armed Forces payments

Applicant Last Name _____
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Application Number _____



- ___ Partnership, S-Corporations, Trusts, Royalties, Rental income, Farm Income (Annual statements, profit/loss statements)
- ___ Welfare assistance – copy of annual benefits statement or proof of payment for most recent two months (if direct deposit, bank statements for most recent two months with direct deposit underlined)
- ___ Disability / Worker’s Compensation payments/ Unemployment – copy of annual benefits statement or proof of payment for most recent two months (if direct deposit, bank statements for most recent two months with direct deposit underlined)
- ___ Social Security – copy of annual benefits statements, or proof of payment for most recent two months (if direct deposit, bank statements for most recent two months with direct deposit underlined.)
- ___ Supplemental Security Income – copy of annual benefits statement or proof of payment for most recent two months (if direct deposit, bank statements for most recent two months with direct deposit underlined.)
- ___ Other income (Please attach a separate sheet)
- ___ No income (Certification of Zero income)

CERTIFICATION

By executing this Certification, I acknowledge and understand that Title 18 United States Code Section 1001: (1) makes it a violation of federal law for a person to knowingly and willfully (a) falsify, conceal, or cover up a material fact; (b) make any materially false, fictitious, or fraudulent statement or representation; or (c) make or use any false writing or document knowing it contains a materially false, fictitious, or fraudulent statement or entry, to any branch of the United States Government, and; (2) requires a fine, imprisonment for not more than five years, or both, for any violation of such Section.

By executing this Certification, I acknowledge and understand that Section 189 of the New York State Finance Law: (1) makes it a violation of state law to knowingly present or cause to be presented to any employee, officer or agent of the State of New York (including any division or public benefit corporation) (a) a false or fraudulent claim for payment or approval; or (b) to use or cause to be made or use a false record or statement to get a false or fraudulent claim paid or approved by the State of New York. Persons who violate this Section may be liable for a civil penalty of not less than \$6,000 and not more than \$12,000, plus three times the amount of all damages, including consequential damages, sustained because of their action as well as costs incurred to recover any such penalties or damages.

