



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

PURPOSE: This document is used to verify your Adjusted Gross Income (AGI) --- per federal requirement --- which is critical to determining your eligibility and award amounts. Eligible applicants must have an AGI at or below 80 percent of the area median income. Listed in this form are the various ways by which you may provide us this information.

You may provide your income information through any of the following processes:

- 1) We can request a DTF-505 (Authorization for Release of Photocopies of Tax Returns and/or Tax Information) for your NY State tax return from the NY Department of Tax and Finance of the Internal Revenue Services
- 2) We can request Form 4506-T (Request for Copy of Tax Return) for your Federal tax return from the IRS
- 3) We can determine your AGI via this NY Rising Tenant Income Verification Form from an itemized list of income sources provided by you

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.

Collection of this information is strictly to determine your eligibility and the level of assistance which NY Rising can provide, based on your income. In order to determine if your **HOUSEHOLD** is considered low/moderate income, this "Tenant Income Verification Form" must be completed by all household members, 18 years old or older.

Identification:

Name of Household Member Submitting this Form: _____

Social Security No. _____ Joint Taxpayer's Social Security No. _____

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 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*****

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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. If you filed a 2013 New York State tax return, and there has been a significant change to your income or financial circumstances, skip to **Step 3**.

NY Rising will then submit a request for your 2013 AGI to the New York State Department of Taxation and Finance. **(In order to submit this request, please complete the attached form DTF-505)**

Step 2:

- Check this box if you filed a FEDERAL tax return (1040, 1040A, or 1040EZ) for 2013**, AND there has been no significant change in your income or financial circumstances.

Please attach a copy of your filed 2013 tax return along with this form. If you cannot provide a copy of your tax return, NY Rising will request a copy from the IRS. **(If you need us to submit this request, please sign the attached IRS Form 4506-T)**

If you filed a 2013 Federal tax return (1040, 1040A, 1040EZ), and there has been a significant change to your income or financial circumstances, skip to **Step 3**.

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. 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;
- 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)

___ 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

___ 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

