



422 Belgrade Avenue, Suite 102
North Mankato, MN 56003
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Income Change Reporting Form

Head of Household: _____ Telephone Number: _____

Address: _____

INSTRUCTIONS: Only complete the sections that are necessary to tell the HRA how your income has changed. Provide copies of documentation to verify the change you are reporting such as a letter of hire or termination, pay stubs, benefit letter, etc. See other side for checklist.

INCREASE

Family member with an increase: _____
Income that is increasing: _____
Date income changed: _____
Employer / Agency Name: _____

DECREASE

Family member with a decrease: _____
Income that is decreasing: _____
Date income changed: _____
Employer / Agency Name: _____
Do you have replacement income: _____

I declare under penalty of perjury under the laws of the United States of America and the State of Minnesota that the information above is true, correct and complete.

X

Signature of Head of Household

Date

For Office Use Only:

Checklist of Documents to Submit With Your Income Change

INCOME CHANGES:

All income changes must be reported within 30 days of the date that the change occurred.

No Longer Employed:

- Letter from employer on company letterhead verifying last date of employment
- Current unemployment print-out form from the Unemployment Office
- Any other current documentation you may have available

New Employer:

- Letter from employer on company letterhead verifying hire date, hourly wage, total hours to be worked
- Pay check or pay stubs

Increase or Decrease in Wages:

- Pay check or pay stubs
- Letter from employer on company letterhead verifying new hourly wage and total hours to be worked
- Any other current documentation you may have available

Other Benefit Changes:

- Current notice from the county social service agency
- Current disability benefits print-out
- Current Social Security award letter or computer print-out
- Any other current documentation you may have available

Examples of income sources:

- Wages
- MFIP/GA/Public Assistance
- Child Support
- Unemployment Benefits
- Social Security/SSI
- Pension/VA/Retirement
- Asset Income
- Self-Employment
- Gift Money