



## AFFIDAVIT FOR CURRENT EMPLOYMENT

Employers, please submit this form to the Employer Verification Portal on our website.

See below for further instructions.

Your employee has applied for, or is currently living in, housing through the Jackson/Teton County Affordable Housing Department. To qualify, both employment income and hours worked must be verified. This information is essential to your employee's eligibility, so the form must be completed fully and accurately by the employer. **Please don't leave portions of this form blank. Put N/A if not applicable. Questions? Call the Housing Department at 732-0867. Thank you for your assistance.**

Business Name: \_\_\_\_\_

Business Contact Name: \_\_\_\_\_ Contact's Email: \_\_\_\_\_

Contact's Phone #: \_\_\_\_\_ Employee's Name: \_\_\_\_\_

**Employment History:**

Base pay (before deductions): \$ \_\_\_\_\_ hourly wage: \$ \_\_\_\_\_ annual salary: \$ \_\_\_\_\_ annual contract: \$ \_\_\_\_\_

If eligible for annual bonus, commission and/or tips, provide annual ***estimated*** amount: \$ \_\_\_\_\_

If current employment is seasonal/cyclical, please provide dates: \_\_\_\_\_

Annual housing allowance or other wage information: \_\_\_\_\_

**Please complete the following information as accurately as possible:**

Year	Gross Amount Paid	Hours Worked		
		Hours Per Week (Average)	OT hours Per Week (Average)	Total YTD Hours Worked
2026 to date	\$			
2025	\$			

If employee has not yet started, please provide the anticipated hours and wage agreed upon at hiring:

\_\_\_\_\_ hours per week \$ \_\_\_\_\_ hourly wage \$ \_\_\_\_\_ annual salary

Date of Hire: \_\_\_\_\_ Date of Termination: \_\_\_\_\_ Position: \_\_\_\_\_

Next pay raise date: \_\_\_\_\_ estimated raise amount: \$ \_\_\_\_\_

Is employment located within Teton County, Wyoming for a Local Business? \_\_\_\_\_ Yes \_\_\_\_\_ No

Additional Comments: \_\_\_\_\_

Authorized Agent (print) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit form Directly to the Housing Department by uploading to the Employer Portal found at [tetoncountywy.gov/2435/compliance](http://tetoncountywy.gov/2435/compliance) and clicking on the "Employer Verification" Button.  
Thank you!