



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 and clicking on the "Employer Verification" Button.
Thank you!