

Employee Income Certification Intake Form

Date: _____

Employee: _____

Job Title: _____

Please provide the information requested on this form so that we can verify to the City of Columbia Housing Programs Division that your employment here is achieving the goals of the COVID19 Small Business Loan/Grant Assistance Program. The information will be placed in your **confidential** personnel file and is available to only a limited number of company officials. This information is also subject to verification by the City of Columbia Housing Programs Division and representatives of the United States Department of Housing and Community Development.

Thank you.

STEP 1: *Put a check mark for the size of your family and family income. Count yourself and all household members living in the home.*

Family Size	Low Income 80%	Other Income 60%	Very Low Income 50%	Extremely Low Income 30%
1	\$43,650	\$32,760	\$27,300	\$16,350
2	\$49,850	\$37,440	\$31,200	\$18,700
3	\$56,100	\$42,120	\$35,100	\$21,050
4	\$62,300	\$46,740	\$38,950	\$23,350
5	\$67,300	\$50,520	\$42,100	\$25,250
6	\$72,300	\$54,240	\$45,200	\$27,100
7	\$77,300	\$57,960	\$48,300	\$29,000
8	\$82,250	\$61,740	\$51,450	\$30,850

8/12/2020-City of Columbia HUD Income Guidelines

STEP 2: *Please put a check mark on "ABOVE" or "BELOW" in the following questions*

For your current employment, was your family's total annual income:

ABOVE OR BELOW

The amount for your family size as state above?

STEP 3:

A. *Please indicate your racial group*

Ethnic Category	Total Persons	# Also Hispanic
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native and White		
Asian and White		
Black/African American and White		
American Indian/Alaskan Native and Black/African American		
Other Individuals Reporting more than one race		

B. Sex: MALE FEMALE

C. Are you a female head of household? YES NO

D. Are you a person with a disability? YES NO

STEP 4:

Name: _____

Signature: _____ Date: _____

Thank you for your accurate reporting.