

A Sources of Earned Income Verification

REVISION 49
(01/01/21 - 12/31/21)

Sources of acceptable verification of earned income include, but are not limited to the following:

- Arizona State Retirement System (ASRS)
- A copy of a paycheck stub
- Copy of checks when the gross earnings are listed
- Written tips record

NOTE FAA staff use the dollar amount of tips shown on a paycheck stub unless the participant claims a different amount and that amount is verified. Document the case file with the reason the paycheck stub amounts were not used.

- Third Party Payroll Verification Sources when the employer uses the verification source as its legal agent to provide payroll services or respond to inquiries about employee records. Third party payroll verification sources include, but are not limited to the following:

[Equifax/EMVI](#)

Corporate Cost Control (CCCVerify)

Verify Advantage (formerly known as VerifyDirect)

NOTE For more information, see [Third Party Payroll Verification Sources definition](#).

- A NEW EMPLOYMENT VERIFICATION (C005) notice that is completed, dated, and signed by the qualified source. The statement must include all of the following:
 - Name, address, and telephone number of the employer
 - Gross pay for the periods needed
 - Frequency of pay, and day of the week pay is received
 - Any expected changes in pay
- For new or current employment verification, a completed Verification of New/Current Employment (FAA-0053A) form that includes a date and the signature of the employer or qualified source

- For terminated employment verification, a completed Verification of Terminated Employment (FAA-1701A) form that includes a date and the signature of the employer or qualified source

NOTE Make a collateral contact to the employer when no response is received with the C005 notice, FAA-0053A form, or the FAA-1701A form. Document the [case file\(g\)](#) with the results of the collateral contact. (See [Providing Verification](#))

- Letter from the agency providing government-sponsored training
- Leave and Earnings Statement (LES) from the military
- [HOSC Information](#)
- A collateral contact with the employer or qualified source

NOTE Use other means of verification when contacting the employer would jeopardize the participant's employment. Document the [case file\(g\)](#) with the reason the employer was not contacted.

- When all other sources of verification have been exhausted, use a participant statement

Do not call for employment or wage information verification from the following employers:

- Wendy's: Mail an FAA-0053A or the FAA-1701A when requesting employment verification from any of these specific Wendy's restaurants. (See [Wendy's Employment and Wage Information](#))
- Solutions Staffing: Mail an FAA-0053A or the FAA-1701A when requesting employment verification. (See [Solution Staffing](#))