

**RENTAL ASSISTANCE CHANGE FORM**

Complete this form if there has been a change in your circumstances. Fill out the information that applies to you.

**YOU MUST PROVIDE VERIFICATION WITH THIS FORM**

Head of Household Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

**CHANGE IN HOUSEHOLD** (PLEASE CONTACT YOUR HOUSING SPECIALIST BEFORE MOVING IN ANYONE OVER 18) List changes in household members. If someone is moving into your household, attach a copy of their social security card and state-issued birth certificate. Need photo ID for anyone over 18 being added to household.

Name _____ Social Security # _____	Gender <input type="checkbox"/> M <input type="checkbox"/> F  Disabled <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Birth  US Citizen or Legal Immigrant <input type="checkbox"/> Yes <input type="checkbox"/> No	Race <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/ Alaska Native <input type="checkbox"/> Native Hawaiian/ Other Pacific Islander	Ethnic <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic	Moved <input type="checkbox"/> In <input type="checkbox"/> Out Date Moved: _____	Does this person have any income? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please complete the remainder of this form.
Name _____ Social Security # _____	Gender <input type="checkbox"/> M <input type="checkbox"/> F  Disabled <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Birth  US Citizen or Legal Immigrant <input type="checkbox"/> Yes <input type="checkbox"/> No	Race <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/ Alaska Native <input type="checkbox"/> Native Hawaiian/ Other Pacific Islander	Ethnic <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic	Moved <input type="checkbox"/> In <input type="checkbox"/> Out Date Moved: _____	Does this person have any income? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please complete the rest of this form.

**CHANGE IN EMPLOYMENT:** List changes in employment and attach verification. If reporting former employment, have your former employer fill out **Verification of Former Employment**. If new employment, fill out top portion of **Employment Verification Form**. If reporting no income, fill out **Zero Income Form**.

Name of person with change:	Date of Employment Began: _____ Ended: _____	Will you be returning to this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is your anticipated return date?
Name of Employer, Address & Phone	Wages: \$ _____ per hour _____ hours per week <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Semi-monthly <input type="checkbox"/> Monthly	If job ended, are you receiving or applying for Unemployment Compensation? <input type="checkbox"/> Yes <input type="checkbox"/> No

Name of person with change:	Date of Employment Began: _____ Ended: _____	Will you be returning to this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is your anticipated return date?
Name of Employer, Address & Phone	Wages: \$ _____ per hour _____ hours per week <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Semi-monthly <input type="checkbox"/> Monthly	If job ended, are you receiving or applying for Unemployment Compensation? <input type="checkbox"/> Yes <input type="checkbox"/> No

**INDICATE ANY CHANGES IN THE FOLLOWING:** Provide verification

<b>Unemployment / Workers Compensation</b>	Name of person receiving benefit	\$ _____	Start Date	End Date
<b>Social Security</b>	Name of person receiving benefit	\$ _____	Start Date	End Date
<b>SSI</b>	Name of person receiving benefit	\$ _____	Start Date	End Date
<b>Child Support</b>	Name of person receiving benefit	\$ _____  Payor's Name: _____	Child Support Agency & Address: _____	Start Date:  End Date:
<b>Other Income</b>	Name of person receiving benefit	\$ _____	Source	Start Date:  End Date:

I certify that the information given to BHA on household composition, income, net family assets, and allowances and deductions is accurate and complete to the best of my knowledge and belief. I understand that false statements or information are punishable under Federal Law. I also understand that false statements or information are grounds for termination of housing assistance and termination of tenancy.

SIGNATURE OF HEAD OF HOUSEHOLD \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE OF SPOUSE OR CO-HEAD OF HOUSEHOLD \_\_\_\_\_

DATE \_\_\_\_\_

## Authorization for the Release of Information / Privacy Act Notice

PHA requesting release of information  <b>Beloit Housing Authority</b> 100 State Street Beloit, WI 53511	Tenant ID
--	-----------

Authority: Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993. This law is found at 42 U.S.C. 3544.

This law requires that you sign a consent form authorizing: (1) HUD and the Housing Agency/Authority (HA) to request verification of salary and wages from current or previous employers; (2) HUD and the HA to request wage and unemployment compensation claim information from the state agency responsible for keeping that information; (3) HUD to request certain tax return information from the U.S. Social Security Administration and the U.S. Internal Revenue Service. The law also requires independent verification of income information. Therefore, HUD or the HA may request information from financial institutions to verify your eligibility and level of benefits.

Purpose: In signing this consent form, you are authorizing HUD and the above-named HA to request income information from the sources listed on the form. HUD and the HA need this information to verify your household's income, in order to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct level. HUD and the HA may participate in computer matching programs with these sources in order to verify your eligibility and level of benefits.

Uses of Information to be Obtained: HUD is required to protect the income information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. HUD may disclose information (other than tax return information) for certain routine uses, such as to other government agencies for law enforcement purposes, to Federal agencies for employment suitability purposes and to HAs for the purpose of determining housing assistance. The HA is also required to protect the income information it obtains in accordance with any applicable State privacy law. HUD and HA employees may be subject to penalties for unauthorized disclosures or improper uses of the income information that is obtained based on the consent form. Private owners may not request or receive information authorized by this form.

Who Must Sign the Consent Form: Each member of your household who is 18 years of age or older must sign the consent form. Additional signatures must be obtained from new adult members joining the household or whenever members of the household become 18 years of age.

Persons who apply for or receive assistance under the following programs are required to sign this consent form:

- PHA-owned rental public housing
- Turnkey III Homeownership Opportunities
- Mutual Help Homeownership Opportunity
- Section 23 and 19(c) leased housing
- Section 23 Housing Assistance Payments
- HA-owned rental Indian housing
- Section 8 Rental Certificate
- Section 8 Rental Voucher
- Section 8 Moderate Rehabilitation

Failure to Sign Consent Form: Your failure to sign the consent form may result in the denial of eligibility or termination of assisted housing benefits, or both. Denial of eligibility or termination of benefits is subject to the HA's grievance procedures and Section 8 informal hearing procedures.

**Sources of Information To Be Obtained**

State Wage Information Collection Agencies. (This consent is limited to wages and unemployment compensation I have received during period(s) within the last 5 years when I have received assisted housing benefits.)

U.S. Social Security Administration (HUD only) (This consent is limited to the wage and self employment information and payments of retirement income as referenced at Section 6103(1)(7)(A) of the Internal Revenue Code.)

U.S. Internal Revenue Service (HUD only) (This consent is limited to unearned income [i.e., interest and dividends].)

Information may also be obtained directly from: (a) current and former employers concerning salary and wages and (b) financial institutions concerning unearned income (i.e., interest and dividends).

I understand that income information obtained from these sources will be used to verify information that I provide in determining eligibility for assisted housing programs and the level of benefits. Therefore, this consent form only authorizes release directly from employers and financial institutions of information regarding any period(s) within the last 5 years when I have received assisted housing benefits.

Consent: I consent to allow HUD or the HA to request and obtain income information from the sources listed on this form for the purpose of verifying my eligibility and level of benefits under HUD's assisted housing programs. I understand that HA's that receive income information under this consent form cannot use it to deny, reduce or terminate assistance without first independently verifying what the amount was, whether I actually had access to the funds and when the funds were received. In addition, I must be given an opportunity to contest those determinations.

This consent form expires 15 months after signed.

Signatures:

Head of Household	Date	Social Security Number (if any) of Head of Household	
Spouse	Date	Other Family Member over age 18	Date
Other Family Member over age 18	Date	Other Family Member over age 18	Date

Privacy Act Notice. Authority: The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937 (42 U.S.C. 1437 et. seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), and by the Fair Housing Act (42 U.S.C. 3601-19). The Housing and Community Development Act of 1987 (42 U.S.C. 3543) requires applicants and participants to submit the Social Security Number of each household member who is six years old or older. Purpose: Your income and other information are being collected by HUD to determine your eligibility, the appropriate bedroom size, and the amount your family will pay toward rent and utilities. Other Uses: HUD uses your family income and other information to assist in managing and monitoring HUD-assisted housing programs, to protect the Government's financial interest, and to verify the accuracy of the information you provide. This information may be released to appropriate Federal, State, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Penalty: You must provide all of the information requested by the HA, including all Social Security Numbers you, and all other household members age six years and older, have and use. Giving the Social Security Numbers of all household members six years of age and older is mandatory, and not providing the Social Security Numbers will affect your eligibility. Failure to provide any of the requested information may result in a delay or rejection of your eligibility approval.

Penalties for Misusing this Consent: HUD, the HA and any owner (or any employee of HUD, the HA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on the form HUD 9886 is restricted to the purposes cited on the form HUD 9886. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the HA or the owner responsible for the unauthorized disclosure or improper use.