

Military Pay Verification Instruction

Purpose: To verify an applicant's/resident's military income.

Note: A Leave and Earning Statement ("LES") may be substituted for this verification form. If you use an LES in lieu of the *Military Pay Verification Request* form make sure to get verification of the clothing and housing allowance.

Special Mention:

- ▶ This form may not be hand carried. It should be mailed or faxed to the resident's commanding officer or personnel officer.
- ▶ As a courtesy, enclose a self-addressed envelope.

Specific Instructions:

1. Enter property name and unit number.
2. Enter name and address or the name and fax number of the Commanding Officer.
3. Enter property name and address.
4. Enter applicant's name.
5. Enter applicant's Social Security number. *
6. Applicant signs and dates here.
7. Property Representative sign your name; print your title, date, and include your phone number.

* **Note:** For privacy reasons, a resident may elect to not provide his/her Social Security number on this form. Residents who do not provide their Social Security number should sign Certification #2 on the *Identification Certification* form.

