

**VERIFICATION OF BUSINESS EXPENSES**

**REQUEST FOR INFORMATION**

Federal regulations require us to verify financial information provided by applicants for housing assistance. We ask your cooperation in supplying the information requested. The attached Form 3550-1, Borrower's Certification and Authorization provides the applicant's authorization.

Your prompt return of the requested information will be appreciated. A self-addressed return envelope is enclosed for your convenience. If you have questions, please call \_\_\_\_\_ at \_\_\_\_\_.

**APPLICANT IDENTIFICATION**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

**REQUESTED INFORMATION**

Based on business transacted during \_\_\_\_\_ 20\_\_\_\_, to \_\_\_\_\_ 20\_\_\_\_

- |                                |                |          |
|--------------------------------|----------------|----------|
| 1. Gross Income                |                | \$ _____ |
| 2. Expenses:                   |                |          |
| (a) Interest on Loans          |                | \$ _____ |
| (b) Cost of Goods/Materials    | \$ _____       |          |
| (c) Rent                       | \$ _____       |          |
| (d) Utilities                  | \$ _____       |          |
| (e) Wages/Salaries             |                | \$ _____ |
| (f) Employee Contributions     | \$ _____       |          |
| (g) Federal Withholding Tax    | \$ _____       |          |
| (h) State Withholding Tax      |                | \$ _____ |
| (i) FICA                       |                | \$ _____ |
| (j) Sales Tax                  |                | \$ _____ |
| (k) Other                      |                | \$ _____ |
| (l) Straight Line Depreciation | \$ _____       |          |
|                                | Total Expenses | \$ _____ |
| 3. Net Income                  |                | \$ _____ |

**VERIFIER INFORMATION:** Please sign this verification form and print the name, address and telephone number of the verifier.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_  
(Signature) Telephone Number: \_\_\_\_\_

**WARNING:** Knowingly and willingly making a false or fraudulent statement to any department of the United States Government is a felony punishable by fine and imprisonment (Title 18, Section 1001, U.S. Code)