

Employment Verification Form

The individual below has applied for free or low cost health insurance through *Washington Healthplanfinder*. We need your help to verify the individual's employment and income. The information you provide will remain confidential and will only be used to determine eligibility for health insurance.

Employee Information

First name	Middle initial	Last name	Social Security Number (Optional)
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Employee Signature

My signature below authorizes the release and/or verification of my employment information.

Employee signature X	Date of signature (mm/dd/yyyy)
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Employer Section

Please complete only section 1, 2, or 3 depending on the situation.

Section 1: The individual above is presently employed

Date of hire (mm/dd/yyyy)	Job title	Average hours per week
Current wages/salary \$	Pay frequency Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Every 2 weeks <input type="checkbox"/> Two times/month <input type="checkbox"/> Other: <input type="checkbox"/>	
Actual gross income for the month and the anticipated gross income for the next two months, including tips commissions, bonuses, and overtime.		
Current Month: \$	Month 2: \$	Month 3: \$
List any expected change in the employee's rate of pay within the next 12 months	Effective Date (mm/dd/yyyy)	
If the employee's work is seasonal or sporadic, please indicate the lay off period(s)		
Was this employee offered health insurance that meets the minimum essential coverage standards? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, what was the employee's expected monthly premium contribution? \$		
Did the employee decline employer-sponsored insurance?		Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 2: The individual above is no longer employed

Last day of employment (mm/dd/yyyy)	Why did this job end? <input type="checkbox"/> Laid off <input type="checkbox"/> Quit <input type="checkbox"/> Job was temporary/seasonal
Did this individual lose health insurance coverage as a result of the loss of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when? (mm/dd/yyyy)

Section 3: The individual above is on leave, such as leave of absence or maternity leave

Expected date of return (mm/dd/yyyy)	Is the employee paid while on leave? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how much? \$
Does this individual have health insurance while on leave? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer Signature

Employer name	Name of company				Employer phone number
Company street address	Apt./Ste. #	City	State	Zip code	County

I understand that by signing this form, I certify that all statements are true and correct. I understand that this information will be held in the strictest confidence.

Employer Signature X	Date of Signature (mm/dd/yyyy)
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Submit form to:

Washington Healthplanfinder
PO Box 946
Olympia, WA 98507

Discrimination is Against the Law

The Washington Health Benefit Exchange/Health Care Authority complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. The Washington Health Benefit Exchange/Health Care Authority does not exclude people or treat them differently because of their race, color, national origin, age, disability, or sex.

The Washington Health Benefit Exchange/Health Care Authority also complies with applicable state laws and does not discriminate on the basis of creed, gender, gender expression or identity, sexual orientation, marital status, religion, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability.

The Washington Health Benefit Exchange/Health Care Authority:

- Provides free aids and services to people with disabilities so they can communicate effectively with us, such as:
 - Qualified sign language interpreters
 - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
 - Qualified interpreters
 - Information written in other languages

If you need these services, contact 1-855-923-4633.

If you believe that the Washington Health Benefit Exchange/Health Care Authority has failed to provide these services or discriminated in another way, you can file a grievance with:

Washington Health Benefit Exchange Legal Department ATTN: Legal Division Equal Access/Equal Opportunity Coordinator PO Box 1757 Olympia, WA 98507-1757 1-855-859-2512 Fax: 360-841-7653 appeals@wahbexchange.org	Health Care Authority Division of Legal Services ATTN: Compliance Officer PO Box 42700 Olympia, WA 98504-2700 1-855-682-0787 Fax: 360-586-9551 compliance@hca.wa.gov
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You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, the Washington Health Benefit Exchange Legal Department/Health Care Authority Division of Legal Services is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights electronically at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

U.S. Department of Health and Human Services
200 Independence Avenue SW
Room 509F, HHH Building
Washington, D.C. 20201
1-800-368-1019, 800-537-7697 (TDD).

Complaint forms are available at www.hhs.gov/ocr/office/file/index.html.

ATTENTION: If you speak [insert language], language assistance services, free of charge, are available to you. Call 1-855-923-4633 (TTY: 1-855-627-9604).

Spanish - ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-855-923-4633 (TTY: 1-855-627-9604).

Chinese - 注意: 如果您使用繁體中文, 您可以免費獲得語言援助服務。請致電 1-855-923-4633 (TTY: 1-855-627-9604)。

Vietnamese - CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-855-923-4633 (TTY: 1-855-627-9604).

Korean - 주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1-855-923-4633 (TTY: 1-855-627-9604)번으로 전화해 주십시오.

Russian - ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-855-923-4633 (телетайп: ТТТ: 1-855-627-9604).

Tagalog - PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa 1-855-923-4633 (TTY: 1-855-627-9604).

Ukrainian - УВАГА! Якщо ви розмовляєте українською мовою, ви можете звернутися до безкоштовної служби мовної підтримки. Телефонуйте за номером 1-855-923-4633 (телетайп: ТТТ: 1-855-627-9604).

Cambodian (Khmer) - ប្រយ័ត្ន៖ បើសិនជាអ្នកនិយាយភាសាខ្មែរសំរាប់ជំនួយផ្នែកភាសាដោយមិនគិតល្អល, គឺអាចមានសំរាប់បំរើអ្នក។ ចូរ ទូរស័ព្ទ 1-855-923-4633 (TTY: 1-855-627-9604)។

Japanese - 注意事項: 日本語を話される場合、無料の言語支援をご利用いただけます。1-855-923-4633 (TTY: 1-855-627-9604) まで、お電話にてご連絡ください。

Amharic - ማስታወሻ: የሚናገሩት ቋንቋ አማርኛ ከሆነ የትርጉም እርዳታ ድርጅቶች፣ በነጻ ሊያገዝዎት ተዘጋጅተዋል። ወደ ሚከተለው ቁጥር ይደውሉ 1-855-923-4633 (መስማት ለተሳናቸው: TTY: 1-855-627-9604)።

Oromo - XIYYEEFFANNAA: Afaan dubbattu Oroomiffa, tajaajila gargaarsa afaanii, kanfaltiidhaan ala, ni argama. Bilbilaa 1-855-923-4633 (TTY: 1-855-627-9604).

Somali - MUHIIM AH: Haddii aad ku hadashid Af-soomaali, adeegaha caawimaada luuqada, ee lacag la'aanta ah, ayaad heli kartaa. Wac 1-855-923-4633 (TTY: 1-855-627-9604).

Arabic - ملحوظة: إذا كنت تتحدث اذكر اللغة، فإن خدمات المساعدة اللغوية تتوافر لك بالمجان. اتصل برقم 1-855-923-4633 (رقم هاتف الصم والبكم: TTY: 1-855-627-9604).

Punjabi - ਧਿਆਨ ਦਿਓ: ਜੇ ਤੁਸੀਂ ਪੰਜਾਬੀ ਬੋਲਦੇ ਹੋ, ਤਾਂ ਭਾਸ਼ਾ ਵਿੱਚ ਸਹਾਇਤਾ ਸੇਵਾ ਤੁਹਾਡੇ ਲਈ ਮੁਫਤ ਉਪਲਬਧ ਹੈ। 1-855-923-4633 (TTY: 1-855-627-9604) 'ਤੇ ਕਾਲ ਕਰੋ।

German - ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: 1-855-923-4633 (TTY: 1-855-627-9604).

Lao - ໂປດຊາບ: ຖ້າວ່າທ່ານເວົ້າພາສາລາວ, ການບໍລິການຊ່ວຍເຫຼືອອໍດີ ການພາສາ, ໂດຍບໍ່ເສຍຄ່າ, ຈຶ່ງມີ ພ້ອມໃຫ້ທ່ານ. ໂທ 1-855-923-4633 (TTY: 1-855-627-9604).

French - ATTENTION : Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le 1-855-923-4633 (TTY : 1-855-627-9604).

Hindi - ध्यान दें: यदि आप हिंदी बोलते हैं तो आपके लिए मुफ्त में भाषा सहायता सेवाएं उपलब्ध हैं। 1-855-923-4633 (TTY: 1-855-627-9604) पर कॉल करें।

Farsi (Persian) - توجه: اگر به زبان فارسی گفتگو می کنید، تسهیلات زبانی بصورت رایگان برای شما فراهم می باشد. با 1-855-923-4633 تماس بگیرید.

Romanian - ATENȚIE: Dacă vorbiți limba română, vă stau la dispoziție servicii de asistență lingvistică, gratuit. Sunați la 1-855-923-4633 (TTY: 1-855-627-9604).