

INCOME VERIFICATION FORM

This Income Verification form is used to verify employment income. **If you have 30 days of current paystubs, please provide copies of them.** If you are self-employed, please fill out the Self-Employed Cash Income Statement or send in a current profit/loss sheet (not from your taxes).

When completed, upload this document to your SoonerCare member portal or mail it to:

Oklahoma Health Care Authority
P.O. Box 548804
Oklahoma City, OK 73034

MEMBER INFORMATION				
Member printed name:		Today's Date:		
Fill out one of the following:				
SoonerCare case #:		Member ID #:		SSN#:

Please give the Oklahoma Health Care Authority any information requested from your records concerning my employment.

EMPLOYER INFORMATION	
Employer company name:	
Employer address:	
<small>(Street address)</small>	<small>(City, state) <small>(Zip)</small></small>

EMPLOYMENT INFORMATION			
<i>Complete this section if the employee is currently employed with your business.</i>			
Date of hire:		Date first pay was or is to be received:	
Number of hours in first paycheck:			
Gross amount (<i>before taxes</i>) of first paycheck:	\$		
Is the first paycheck for a full pay period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Number of hours worked in a regular work week:			
Hourly pay rate:	\$	Overtime hourly pay rate:	\$
Check how often paid and when:			
<input type="checkbox"/>	Monthly, date paid:		
<input type="checkbox"/>	Every two weeks, date paid:		
<input type="checkbox"/>	Twice monthly, dates paid:		
<input type="checkbox"/>	Weekly, day paid:		
<input type="checkbox"/>	Daily		
Is the employee on paid leave?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
What kind of paid leave?	<i>(medical, workers comp, disability, etc.)</i>		
Is employee currently on leave without pay?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Expected return to work date:			

List the last 30 days of paycheck information including any pretax deductions below.
If taxable gross is known, do not list the pretax deductions.

Date check received	Taxable Gross	Gross amount of check	Total pretax deductions	401k-pretax IRA	Bonuses/commission, overtime, other:

IRREGULAR EMPLOYMENT			
Complete this section if the employee is currently employed with your business and has irregular hours.			
How many days per month do you work?			
How many hours have you worked in the last 30 days?			
What is your hourly pay rate:	\$	Daily rate:	\$
Check how often paid and when:			
Monthly, date paid:			
Every two weeks, date paid:			
Twice monthly, dates paid:			
Weekly, day paid:			
Daily			

List 30 days of paycheck information including any pretax deductions below.
If taxable gross is known, do not list the pretax deductions.

Date check received	Taxable Gross	Gross amount of check	Total pretax deductions	401k-pretax IIRA	Bonuses/commission, overtime, other:

1099 CONTRACTOR OR PAID IN CASH			
I am employed as a:		1099 contractor	Person paid in cash
What is your hourly pay rate:			
Hours worked per week:			
Check how often paid and when:			
Monthly, date paid:			
Every two weeks, date paid:			
Twice monthly, dates paid:			
Weekly, day paid:			
Daily			

