



# HINGHAM HOUSING AUTHORITY

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## **REQUIRED DOCUMENTATION FOR CHANGE OF INCOME**

### **No Longer Employed**

- Letter from employer verifying last date of employment or Income Verification Form completed by previous employer
- Unemployment/Worker's Compensation: Provide a copy of your most current benefit letter. You may call 617-626-6600 to obtain this information. Unemployment print out from Employment Development Department, to request a printout call 800-300-5616
- Public Assistance/Welfare/TANF: Verification letter which states benefit amount. You may obtain this information by calling 877-382-2363, online by signing up for My Account Page at [www.mass.gov/vg/selfservice](http://www.mass.gov/vg/selfservice) or by visiting your local DTA office.

### **New Employer**

- Letter from new/current employer verifying effective date of employment, hourly wage and total hours worked per week
- Letter from previous employer stating date employment ended
- All available paycheck stubs

### **Increase/Decrease in Wages**

- Submit your most recent consecutive paystubs: biweekly pay cycle submit 2 stubs/weekly submit 4 stubs
- Disability benefits printout from Employment Development Department. To request printout, call 800-300-5616
- Social Security Income (SS/SSI): current award letter or computer printout from Social Security Administration. To request a print-out call 800-772-1213
- SSI/SSP State (for elderly or disable participants): provide letter/verification of monthly income. To request a letter call SSP Client Assistance Line at 877-863-1128



EQUAL HOUSING OPPORTUNITY