Mankato EDA / Blue Earth County EDA
10 Civic Center Plaza
PO Box 3368
Mankato, MN 56002
Phone: 507-387-8600
Fax: 507-387-8491
Website: www.mankatomn.gov

Mankato & Blue Earth County Public Housing / Orness Plaza
900 Hope Street
Mankato, MN 56001
Phone: 507-387-8612
Fax: 507-387-1486
Website: www.mankatomn.gov

Income Change Reporting Form

Head of Household: _____ Telephone Number: _____

Address: _____ Last 4-digits in SSN: _____

Instructions: Only complete the sections that are necessary to tell the EDA how your income has changed. Provide copies of documentation to verify the change you are reporting such as a letter of hire or termination, pay stubs, benefit letter, etc. **See other side for checklist.**

☐ **INCREASE** The increase generally will be effective on the first of the month following 30 days' notice to the family.

Family member with an increase: _____
Income that is increasing: _____
Date income changed: _____
Employer / Agency Name: _____

☐ **DECREASE** The decrease submitted prior to the 15th of the month will be effective on the first day of the month following the month in which the change was reported and all required documentation was submitted. Changes received after the 15th of the month will be processed the first day of the 2nd month.

Family member with a decrease: _____
Income that is decreasing: _____
Date income changed: _____
Employer / Agency Name: _____
Do you have replacement income: _____

I declare under penalty of perjury under the laws of the United States of America and the State of Minnesota that the information above is true, correct and complete.

X _____

Signature of Head of Household, Spouse or Co-Head **Date**

For Office Use Only:

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Checklist of Documents to Submit With Your Income Change

INCOME CHANGES
All income changes must be reported within 30 days of the date that the change occurred.

No Longer Employed:
- ☐ Letter from employer on company letterhead verifying last date of employment
- ☐ Current unemployment print-out from the Unemployment Office
- ☐ Any other current documentation you may have available

New Employer:
- ☐ Letter from employer on company letterhead verifying hire date, hourly wage and total hours to be worked
- ☐ Pay check or pay stubs

Increase or Decrease in Wages:
- ☐ Pay check of pay stubs
- ☐ Letter from employer on company letterhead verifying new hourly wage and total hours to be worked
- ☐ Any other current documentation you may have available

Other Benefit Changes:
- ☐ Current notice from the county human service agency
- ☐ Current disability benefits print-out
- ☐ Current Social Security award letter or computer print-out
- ☐ Any other current documentation you may have available

Examples of income sources:
- Wages
- MFIP/Public Assistance
- Child Support
- Unemployment Benefits
- Social Security/SSI/RSDI
- Pension/VA/Retirement
- Asset Income
- Self-Employment
- Gift Money