



2024 City of Racine Residency Verification Form

EMPLOYEE INFORMATION

Employee Name: _____ Employee Number: _____

CURRENT ADDRESS:

Street Address _____

City _____ State _____ Zip _____

VERIFICATION DOCUMENTS PROVIDED (Two documents are required):

Please provide two verification documents that reflect your current address.

- Valid Driver’s License
- Utility Bill (The utility bill must be dated from the previous month or current month that you are turning this documentation in.)
- Lease Agreement or Property Tax Bill (Must be current)
- Voter Registration

Received by: _____ Date: _____

AUTHORIZATION:

By signing and dating this form, I hereby certify that all of the information provided is true and correct. I understand that if I am falsifying the information listed on this form, I am in violation of Section 6.03 PROHIBITED ACTIVITY #3 of the City of Racine Employee Handbook dated January 1, 2015, which states “Lie, Cheat, Steal, or give false or incomplete information; or otherwise misrepresent his or her authority in the performance of assigned tasks”, which could result in disciplinary action, up to and including termination.

Employee Signature

Date

FOR HR USE ONLY:

- Tax Search
- MUNIS – Residency Pay added
- Scanned