

# REQUEST FOR VERIFICATION OF EMPLOYMENT

Verifications of Employment (VOE) require one working day to process. Verifications will be mailed, faxed, or emailed to the appropriate business or organization requesting the verification. Employees may personally obtain a copy of a processed VOE with proper identification. All verifications include employee's name, job title, dates of employment, and salary. If you would like check stubs sent with the verification, we will send a check summary listing showing wages earned over a specific time period. We do not have copies of the actual check stubs you receive each payday. If you have any questions, feel free to ask.

NAME: \_\_\_\_\_

SSN/EMPID: \_\_\_\_\_

SEND TO:

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

TIME PERIOD (if requesting a check summary):

From: \_\_\_\_\_ To: \_\_\_\_\_