

VERIFICATION OF EMPLOYMENT & INCOME: HOW TO

BE PREPARED WITH:

- ✓ Company Code – **TMS**
- ✓ Social Security Number
- ✓ Employee ID # - OR – Home Zip Code on File with Employer



I have a Commercial 3rd Party Verifier (i.e. Credit Union, Mortgage Company, etc.) requesting a Verification of Employment/Income.

I have already signed a borrower's authorization or consent form release during the application process for my loan, rental or other service requesting a verification of employment or income.

Simply direct the requesting verifier to the www.verisafejobs.com website to obtain the needed information directly. Be sure the verifier has either your Employee ID or Home Zip Code on file with your employer, and SSN.

I want a verification of employment for my personal records.

Please utilize the Employee Instructions provided by your employer to register on www.verisafejobs.com. Here you will be able to view and download your FCRA/FCAC Personal Use VOE for free twice a year. *

I separated from my employer and need an Inactive Status letter.

Please utilize the Employee Instructions provided by your employer to register on www.verisafejobs.com. Here you will be able to view and download a free Inactive Status letter verifying you have separated from your previous employer.

I do not have a signed borrower's authorizations or consent form release.

Please utilize the Employee Instructions provided by your employer to register on www.verisafejobs.com. Here you will be able to create and manage a PIN # that will be provided to your verifier so they may obtain the requested verification.

I need to verify my employment/income for immigration purposes.

Please utilize the Employee Instructions provided by your employer to register on www.verisafejobs.com. Here you will be able to view and download a free verification specifically designed for immigration use.

I have a request from a State or Government Agency (i.e. Social Services, Dept. of Children & Families, Housing Authority, etc.)

These requests should be submitted directly to our support staff to fulfill them on your behalf. Please send these requests to voe@verisafejobs.com or fax to (855) 649-7008.

Questions? Contact us!

PHONE: (833) U-VERIFY / (833) 883-7439

FAX: 855-649-7008

EMAIL: voe@verisafejobs.com

SUPPORT HOURS: 8am EST - 8pm EST M-F.

*FCRA/FCAC Personal Use VOE: VSJ allows each employee 2 free verifications per calendar year. Once this verification is accessed from the Employee Self Service tile, the details will be available for printing and downloading for 7 days. This is for informational purposes only and cannot be used for commercial verification.