

EMPLOYMENT VERIFICATION REQUEST

PAA Media Group and subsidiaries can verify salary, date of employment, and title via email or letter only. This form may be used by employees to formally request a letter verifying employment with PAA Media Group and subsidiaries. All verification functions are fulfilled by a third party vendor.

Please print or type and ensure all information is provided as omissions can delay processing. [EMPLOYEE TIP SHEET](#)

Last Name First Name Middle Name Employee ID Number

Service: Corporate Classified Contractor

Current Assignment:

Location Title of Position Subject Field / Department

1. **VERIFY THE FOLLOWING INFORMATION:** *Mark all that apply.*

A. Basic Verification

- Dates of Employment
- Position Title
- Full-Time / Part-Time Status
- Salary or Pay Rate: *Select One:*
 - Hourly
 - Gross Per Month
 - Annual
 - Year-to-Date
- Location Assigned
- Department or Division Assigned
- Other: _____

2. **SEND LETTER TO:** *Letters are addressed "**To Whom It May Concern**" if not otherwise specified.*

Organization Name

Department / Attention (If Applicable)

Street Address or Post Office Box

City State Zip Code

() - (Optional)

Fax

DELIVERY INSTRUCTIONS

Human Resources will make every effort to handle every request within five (5) business days.

Select One Only:

Mail

Email

Email

3. **EMPLOYEE AUTHORIZATION**

I authorize the PAA Media Group ("Vergo Interactive") to prepare an Employment Verification Letter/Email for me which will include the information indicated above.

Signature Signature Date

HUMAN RESOURCE USE ONLY		
STATUS	DATE	BY
Received		
Research Required		
Completed		
Sent / Picked Up		