

# WHY DO YOU NEED EMPLOYMENT & WAGE VERIFICATIONS?

## DO I NEED EMPLOYMENT & WAGE VERIFICATION

There are many reasons why you may need employment and/or wage verification. Some of the most common reasons are: Applying for a Home Loan, Applying for a Car Loan, For Credit Applications, and Renting an Apartment. Creditors will often verify the employment and wages of potential customers prior to approving loans of any kind.

### NEED EMPLOYMENT-ONLY VERIFICATION

**Step 1:** Give the verifier the information below to obtain instant verification

- Your Social Security Number
- Your Company Code: **AG1938**

**Step 2:** Direct verifier to: [www.Thomas-and-Company.com](http://www.Thomas-and-Company.com) where they will click the green button

Request Employment & Wage Verification

**Step 3:** Verifier will follow the steps as outlined on the site.

### NEED EMPLOYMENT & WAGE VERIFICATION

**Step 1:** Create a Verifier Pin

- Go to [www.Thomas-and-Company.com](http://www.Thomas-and-Company.com) and click the green button. Follow the instructions for employees.

Request Employment & Wage Verification

Details needed to set up Verifier Pin:

- Your Company Code: **AG1938**
- Your Social Security Number
- Your Employee ID Number (EIN)

**Step 2:** Confirm and Agree

- Verifier Pin will be displayed.
- Email or print or write down the PIN for the verifier.

**Step 3:** Give verifier the information below to obtain instant verification:

- Verifier Pin, Social Security No., and Company Code.
- Direct verifier to [www.Thomas-and-Company.com](http://www.Thomas-and-Company.com), they will click the green button and follow instructions.

## UNABLE TO ACCESS THOMAS-AND-COMPANY.COM?

- Verifier can contact T&C by email: [Verifications@Thomas-and-Company.com](mailto:Verifications@Thomas-and-Company.com), or (615) 620-0569 to submit request.
- A signed release with the employee's signature will be needed in place of the verifier pin.
- Thomas & Company will complete and return the form within 3 business days of receipt.

### IF I HAVE ADDITIONAL QUESTIONS, WHO DO I CONTACT?

The Thomas & Company Verifications Department can be contacted by any of the following:

Email: [Verifications@Thomas-and-Company.com](mailto:Verifications@Thomas-and-Company.com)

Phone: (615) 620-0569

EWV Toll Free: (800) 791-8943

## PERSONAL REQUEST?

- On rare occasions it is necessary for an employee to have a verification completed for a personal reason not involving a commercial verifier. Under the Fair Credit Reporting Act (FCRA) an individual is entitled to one free personal verification per year. Employees may obtain this one verification by going to our site and clicking the green button.

### EMPLOYMENT & WAGE VERIFICATION Mailing Address

**Thomas & Company Verifications Department**  
Post Office Box 280100, Nashville, TN 37228