

Borrower: _____

Estimated Closing Date: _____

Information Needed to Perform Verification/ Re-Verification of Employment Prior to Funding

If the borrower will contact their HR/Personnel/Payroll Department to let them know we will be calling it would be helpful. The information requested below will streamline the process of verifying or re- verifying the borrower's employment prior to closing. We do not want closing and funding to be delayed due to inability to obtain the required verification.

Employer/Division Name: _____

Employer Address: _____

Valid Phone Number/ Extension for Human Resources, Payroll or Representative authorized by the employer to verify Current Employment Position, Hire Date: _____

Borrower Employee ID if different than SSN: _____

Will employer provide a Verbal VOE by phone: **YES** **NO**

If employer requires a specific process to be followed to verify employment, please provide that information such as email address or fax number if borrower written authorization is required.

Does Employer use a 3rd party to perform verifications? **YES** **NO**

If **YES**, need name, website or phone/email contact information. If an authorization code from employee is required, please provide. _____

