

## ***VOE Direct™ Instructions***

### **Verification of Employment – ACT•1 Group of Companies**

Instructions for individuals, organizations and/or creditors

1. Complete **Verification of Employment Request and Credit Card Payment Authorization** form on next page.

- Full name of candidate required (First, Last)
- Complete Social Security# of candidate required

2. Select service level

- BASIC:** Employment verification.....\$20
- PLUS:** Employment verification including full earnings statements.....\$45

3. Attach signed authorization / consent / release form.

4. **Submit required forms, payment and information:**

Fax completed form: 951-750-1560

email to: [voe@voedirect.com](mailto:voe@voedirect.com)

Regular Mail: VOE Direct | 1501 Research Park Drive | Riverside, CA 92507

Make checks payable to: VOE Direct

Need Assistance? Please Call: 951-266-6282

5. Please allow at least 3 business days after receipt of payment for processing.

## Verification of Employment Request and Credit Card Payment Authorization

Request Information	
Requesting company:	
Contact name:	
Fax #:	e-mail:

Employee name on verification (first, Last):	
Social Security #:	Date of request:

Method of Payment:    Credit Card     Check

Credit Card Information – Authorized Signature Required	
Cardholder name:	
Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/>	
Card #:	Security code:
Expiration date (MM/YY):	Transaction amount:
CC Billing address:	
City, State:	ZIP:
Cardholder signature:	e-mail:

Check Information - Make payable to: <i>VOE Direct</i>	
Check #:	Transaction amount: \$

Select Service Level – BASIC or PLUS	
\$20 BASIC <input type="checkbox"/>	\$45 PLUS <input type="checkbox"/> (includes full earnings statements)

**Submit with signed release:**

Fax completed form to: 951-750-1560 | E-mail to: [voe@voedirect.com](mailto:voe@voedirect.com)  
 Mail: VOE Direct | 1501 Research Park Drive | Riverside, CA 92507

To be Completed by ACT•1 Group HR		
Received:	VOE sent via: Mail <input type="checkbox"/> e-mail <input type="checkbox"/> fax <input type="checkbox"/>	Sent: