

VOE Direct™
Verification of Employment Request and Payment Method Options
Verification of Employment – Act 1 VOE

Instructions for individuals, organizations and/or creditors

1. Complete **Verification of Employment Request and Credit Card Payment Process**
2. Upon completion of form, click on link provided to process payment.
3. Attach signed Authorization / Consent / Release form and UTA Receipt.
4. **Submit required forms and payment receipt(s):**

Fax completed form: (818) 334-2300

 Email: VOE@ain1.com

Make checks payable to: Act 1 Personnel Services

Need assistance?

Please call: (818)254-2004

Regular Mail:

Act 1 Personnel Services

Attn: VOE Department

327 W. Broadway

Glendale, CA 91204

Note: If we are unable to retrieve a VOE report—please allow up to 3 working day for your refund to be processed.

Request Information
** - Required*
Requesting Company*:
Contact Name*:
Fax #:
Email*:
Employee name on verification (First and Last)*:

Last 4 of Social Security Number*:
Date of Request*:
Select Service Level* – BASIC or PLUS
☐ \$40 BASIC

☐ \$50 PLUS (includes full earnings statements)

Click here for Credit Card / ACH Payment Process:

https://login.unitedtranzactions.com/obp/Act_1_VOE

To be Completed by Act 1 HR

Received:

 VOE sent via: ☐ Mail ☐ Email ☐ Fax

Sent: