



VOE Direct™ Instructions

Verification of Employment – ActOne 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 Number of candidate required

2. Select service level:

\$35 – BASIC Employment verification

\$45 – PLUS Employment verification including full earnings statements

3. Attach signed authorization / consent / release form.

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

Fax completed form: 951-750-1560

Email: 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.



VOE Direct™

Verification of Employment Request and Credit Card Payment Authorization

Request Information	
Requesting company:	
Contact name:	
Fax #:	Email:

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:	Email:		

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

Select Service Level – BASIC or PLUS	
\$35 BASIC <input type="checkbox"/>	\$45 PLUS <input type="checkbox"/> (includes full earnings statements)

Submit with signed release:

Fax completed form: 951-750-1560 | Email: voe@voedirect.com
Mail: VOE Direct | 1501 Research Park Drive | Riverside, CA 92507

To be Completed by ActOne Group HR		
Received:	VOE sent via: Mail <input type="checkbox"/> Email <input type="checkbox"/> fax <input type="checkbox"/>	Sent: