

**VOE Direct™**

Verification of Employment Request and Payment Method Options

<p><b>Verification of Employment – Act 1 VOE</b>          Instructions for individuals, organizations and/or creditors</p>	
<p>1. Complete <b>Verification of Employment Request and Credit Card Payment Process</b></p> <p>2. Upon completion of form, click on link provided to process payment.</p> <p>3. Attach signed Authorization / Consent / Release form and UTA Receipt.</p> <p>4. <b>Submit required forms and payment receipt(s):</b></p>	
<p>Fax completed form: (818) 334-2300          Email: <a href="mailto:VOE@ain1.com">VOE@ain1.com</a>          Make checks payable to: Act 1 Personnel Services          Need assistance?          Please call: (818)254-2004</p>	<p><b>Regular Mail:</b>          Act 1 Personnel Services          Attn: VOE Department          327 W. Broadway          Glendale, CA 91204</p>
<p><i>Note: If we are unable to retrieve a VOE report—please allow up to 3 working day for your refund to be processed.</i></p>	

<b>Request Information</b>		<i>* - Required</i>
<b>Requesting Company*:</b>		
<b>Contact Name*:</b>		
<b>Fax #:</b>	<b>Email*:</b>	

<b>Employee name on verification (First and Last)*:</b>	
<b>Last 4 of Social Security Number*:</b>	<b>Date of Request*:</b>

<b>Select Service Level* – BASIC or PLUS</b>	
<input type="checkbox"/> \$40 BASIC	<input type="checkbox"/> \$50 PLUS (includes full earnings statements)

**Click here for Credit Card / ACH Payment Process:**  
[https://login.unitedtranzactions.com/obp/Act\\_1\\_VOE](https://login.unitedtranzactions.com/obp/Act_1_VOE)

<b>To be Completed by Act 1 HR</b>		
Received:	VOE sent via: <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Fax	Sent: