**Verification Procedures for Retail IAs:**

1. If you have a specific form to be completed, please make sure you have filled it out completely, including your signature for authorization, and email it to: [voe@integritystaffing.com](mailto:voe@integritystaffing.com) OR fax it to: 302-661-8779.

* Forms will be forwarded to our third party, Thomas & Company for completion.
* This process can take 3-5 business days, and there may be a fee required from non-government agencies.
* Forms will be mailed or faxed to the agency requesting the information and are not returned to you. This process ensures the truthfulness and validity of the information to the agency and is for your protection.
* Please note, due to the volume of requests we receive, we are unable to respond to inquiries for updates on progress of specific verifications.
* Should there be a problem, please email [voe@integritystaffing.com](mailto:voe@integritystaffing.com) or go to integrityanswers.com to participate in a Live Chat.
* Information to be provided will be regarding your latest assignment only, with start date, end date, rate of pay, job title, and reason for separation (if applicable). Should further information be required, such as a date range of assignments, please make sure to be specific on the form.
* We do not complete DOT drug and alcohol test inquiries, disclose your rehire status, or provide individual references.

1. For companies requesting verification information, they can also reach out directly to our third party, Thomas & Company, via their website [www.thomas-and-company.com](http://www.thomas-and-company.com). They will need to click on the GREEN BUTTON ‘Request Employment and Wage Verification’. They will be charged a fee for this service.

* Provide the requestor with our company code ISS672 and they will need your social security number. No information will be provided without your signed release authorizing them to respond the inquiry, which the company must provide.
* Thomas & Co’s Verifications Department will respond within 1-3 business days. If an urgent request is needed an email can be sent to [Verifications@thomas-and-company.com](mailto:Verifications@thomas-and-company.com) or by calling (615)620-0569.
* The requestor can be provided with information regarding your latest assignment, including: your name, hire date, termination date (if applicable), position (full or part-time), job title, rate of pay, and year-to-date wages. Should they need more comprehensive information, such as all assignments from a specific date range, they will need to make that clear on the form, in an email, or via phone.
* If they are not satisfied with the information provided, they need to contact Thomas & Company directly. Contacting our Verifications Department only delays the process.

1. Should you need something in writing on our letterhead, we will not provide special letters. We will provide you with a printable version of our verification form.

* Please email your request to: [VOE@integritystaffing.com](mailto:VOE@integritystaffing.com). Send the email from the address you have on file with our company. This is how we verify your identity.
* Clearly mark the subject line: RETAIL VOE. If you do not, significant delays can occur.
* Your verification will be returned to the email address we have on file for you, in a printable format.
* The document will provide information regarding your latest assignment including: your name, hire date, termination date (if applicable), position (full or part-time), job title, and rate of pay. Should you need more comprehensive information, such as all assignments from a specific date range, you will need to make that clear in your email request.
* Should you need pay information, please access and print your paystubs at payroll.integrityworkforce.net.