

# EMPLOYMENT AND WAGE VERIFICATION DOCUMENT GUIDE

At times, you may receive employment and wage verification documents directly to the attention of your corporate office or field locations. When that occurs, please forward applicable items to Thomas & Company's attention for handling via [verifications@thomas-and-company.com](mailto:verifications@thomas-and-company.com). Below are helpful details and examples of common documents that we are able and unable to handle on your behalf.

## COMMON REQUESTS THOMAS & COMPANY IS ABLE TO HANDLE

### COMMERCIAL VERIFICATIONS

- |                   |  |
|-------------------|--|
| ✓ Mortgage loans  | ✓ Employment verifications               |
| ✓ Mortgage audits | ✓ Credit applications                    |
| ✓ Car loans       | ✓ Private apartment complex applications |

### SOCIAL SERVICE FORMS

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|--|--|
| ✓ Food Stamps  | ✓ Medical insurance eligibility                  |
| ✓ Employment verifications for government or non-profit agencies                         | ✓ Board of Nursing requests                      |
| ✓ Eligibility audits   | ✓ Federal loan cancellation forms                |
| ✓ Eligibility fraud  | ✓ Collection company forms for educational loans |
| ✓ Utility assistance   | ✓ Pre-garnishments                               |
| ✓ Government housing documents   | • <i>Not actual garnishments</i>                 |
| • <i>Includes HUD, Habitat for Humanity, Section 8, and Section 42 funded properties</i> | ✓ Adoption letters*                              |
| ✓ Social Security Administration forms   | ✓ Immigration letters*                           |
| • <i>Not SSA retirement/disability</i>   |  |
| ✓ Child support forms  |  |
| ✓ Medical support notices  |  |
| • <i>Terminated employees only</i>   |  |

*\*These requests are treated as social service forms. In order to release the detailed information needed, we require the employee to complete a release with a physical signature. Once that release is received, the request is completed and returned to the agency or employee requesting the letter.*

## COMMON REQUESTS THOMAS & COMPANY IS UNABLE TO HANDLE

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|-----------------------------|--|
| ✓ Workers' compensation     | ✓ Garnishment notifications                |
| ✓ Disability                | ✓ Custodian of records declaration pages   |
| ✓ Loss of wages             | ✓ Veteran disability forms                 |
| ✓ SSA retirement/disability | ✓ Pension paperwork                        |
| ✓ Subpoena for information  | ✓ Insurance claims for loans               |
| ✓ Attorney requests         | ✓ Unemployment protection for credit cards |

Should you have questions or need additional assistance at any time, Thomas & Company's Employment and Wage Verification Department can be reached via chat on our website at [tncverify.com](https://tncverify.com), [verifications@thomas-and-company.com](mailto:verifications@thomas-and-company.com), or (800) 791-8943.