

To obtain employment, salary
or social service verification

Please visit: www.vaultverify.com



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instructions within your
break room.

2



Send a quarterly
communication to all
employees. Remind them
of the importance of
following the VOE policy.

3



Add your new VOE Policy
to your existing
Employee Handbook/
Self-Service Environment.

4



Post your instructions on
the 'Contact Us' portion
of your website.

5



instructions to a new HR
extension, voice mailbox,
and/or phone tree.

6



When a request is
received in-house, deliver
your Quick Response

Questions?

Contact your Client Concierge at
clientservices@vaultverify.com or 407-378-6203

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Post your verification instructions within your break room.

VERIFICATION OF EMPLOYMENT POLICY

Direct all requests for employment or income verification to:

www.vaultverify.com

Per company policy, it is strictly prohibited for any employee to provide a Verification of Employment or Income.



2



Send a quarterly communication to all employees.
Remind them of the importance of following the VOE policy.

**Sample Communication to be sent out quarterly
to all levels of management**

As a reminder of our verification policy

- Our organization uses Vault Verify to handle all requests for employment, income and social service verification
- Please advise requesters to visit: www.vaultverify.com and use our Company Name to obtain verification.
- Employees are strictly prohibited from providing verifications verbally or completing verification forms.



Add your new VOE Policy to your existing Employee Handbook/ Self-Service Environment.

Employment & Income Verification Request Routing

Our organization uses Vault Verify to handle all requests for employment, income and social service verifications. Employees are strictly prohibited from providing verifications verbally or completing verification forms.

Verification Instructions

To obtain verification of employment, income, and social service verifications, please visit www.vaultverify.com.

For employees needing verification, please provide the agency in need of your verification with the above instructions.

Requests Received In-house

If a request is received in-house, reply directly to the verifier agency within 1 business day to provide your verification instructions. A verifier quick response flyer has been crafted to help simplify this process for you.

Verifier and Employee Questions

All verifier and employee questions may be directed to Vault Verify Support.

Vault Verify Support

Telephone: (407) 378-6203 option 1

Email: cs@vaultverify.com

Hours: Monday - Friday, 8:00 am - 8:00 pm (EST)

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Post your instructions on the 'Contact Us' portion of your website.

Your Verification Instructions:

To obtain employment, salary or social service verification

Please visit: www.vaultverify.com



Add these verification instructions to the "Contact Us" and Human Resources sections of your website. This will help verifiers from needing to contact your team directly.

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Add your Verification instructions to a new HR extension, voice mailbox, and/or phone tree.

Following is a sample script for the audio instructions to record and add to your company's phone system.

"Hello, Thank you for calling. All verifications of employment and income are processed directly through Vault Verify. To obtain an employment and/or income verification, please visit vaultverify.com"



When a request is received in-house, deliver your Quick Response Flyer to the Verifier.

TO OBTAIN EMPLOYMENT OR INCOME VERIFICATION

Visit: www.vaultverify.com

FAQs

What is Vault Verify?

Vault Verify is a secure, automated employment and income verification service.

What benefit does Vault Verify provide to our organization?

Vault Verify provides quick and easy verification of employment and income history. It is important to note that our organization does not respond directly to verification requests, as all requests are fulfilled through an automated, online service.

Instructions for first time verifiers:

If you have not worked with Vault Verify previously, simply follow the steps below to get started:

Step 1: Click on 'Register Now'.

Step 2: Complete the short registration form in its entirety.

Step 3: Credentials will be delivered by secure email within an average of 1 hour.

Step 4: Login and conduct your search and receive instant results.

Need Additional Assistance?

Please contact Vault Verify.

Telephone: (407) 378-6203