



Verification Exchange – Employee Dispute

To dispute information on your Consumer Employment Report (CER), complete and return this form along with a photocopy of one document from each list below.

Proof of Identity (health cards are not accepted)

Provide one document that includes your current/legal name:

- Driver's license
- Government identification card
- Passport
- T4 slip or Notice of Assessment

Proof of Address

Provide one document that includes your current address:

- Utility bill
- Paystub
- Rental agreement or mortgage document in your name
- T4 slip or Notice of Assessment

Your Information

Name (First-Last-Suffix):	
Street address:	
City and province:	
Postal code:	
Date of Birth:	
SIN (optional):	
Telephone:	
Email address:	

Disputed Information

Please provide a detailed description of the information that needs to be corrected. Attach an additional sheet if needed.

I confirm that the above information is accurate and I have attached photocopies of the required documentation.

Signature: _____

Mail the completed package to:

**Equifax C/O Verification Exchange
10th Floor
7100 Jean Talon Est
Montreal QC H1M 0A3**

Upon receipt, Equifax will verify the information and mail you a response. The dispute process can take up to 30 days. During this time, your report will not be provided to verifying organization. We may use the information you provide to update our records.

You have the right to request a revised copy of your Consumer Employment Report to be sent to verifiers that recently accessed your report. In order to proceed with this request, please provide a contact name, fax number and telephone number for each creditor.