Request for Employee Data Report

Please use this form to request a copy of your Employee Data Report. The Employee Data Report is a disclosure of the information that USIncomeVerify makes available to authorized companies as a part of the verification process, as well as the details of when your information was provided to authorized companies. You are entitled to one Employee Data Report every 12 months. To receive your copy of this report, please complete and return this form, along with **one proof of identity and one proof of address**.

Please provide a **photocopy** of both documents.

Proof of Identity
- State Driver's License
- State Issued ID
- Military ID
- W-2

Proof of Address*
- Electric Bill
- Telephone Bill
- Gas Bill
- Cable Bill
- Satellite TV Bill

* Document must be dated within the last two months and must show your name and mailing address.

Social Security Number: _____-_____-_____

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (_____) _____-_____ Email: _____

Employer: _____

Your Social Security Number will be displayed on your Employee Data Report unless you mark the checkbox below.

☐ Check here if, for security purposes, you only want the last four digits of your Social Security Number to appear on your Employee Data Report.

Please read and sign the following statement. Your signature acknowledges your agreement.

By signing below, I certify that all of the information contained is true to the best of my knowledge.

Signature: _____ Date: _____

After completing this form, please attach your proof of identity and proof of address and return all pages by mail or fax. Your request will be processed and mailed to you within 30 days.

USIncomeVerify
5521 Murray Avenue
Memphis, TN 38119

Fax: 1-866-866-4751