



www.usincomeverify.com  
Customer Service: 866-612-8474

# Verification Instructions for Social Service Agencies

## Social Services Login Page

To log in to the USIncomeVerify website, you will need the following:

- Organization's 10-digit Fax Number
- Username
- Password

Once you have logged in, you can begin the verification process. You will need the following pieces of information:

- Applicant's Social Security Number
- Applicant's Employer Code

Click "Process".

## Entering a New Verification

## Viewing Employment & Income Information

On the verification screen you will find information about the employee including their employer name and address and date of hire. You will also find income information for all years of employment with the current employer and the two most recent paystubs (if available).

At the top right, you may click "Printable Copy" to print a copy of the information.

Pay Year	Avg Hours	Ytd Earnings	Net	Taxes	Post Tax	Pre Tax	Paystubs
2008	40	\$56,826.11	\$37,424.32	\$19,401.79	\$0.00	\$0.00	27
2007	40	\$62,280.77	\$40,869.82	\$21,410.95	\$0.00	\$0.00	28
2006	40	\$57,508.83	\$43,064.89	\$14,443.94	\$0.00	\$0.00	29

Pay Date	Earnings	Pretax Deductions	Other Deductions	Tips	Taxes	Net Income
12-16-2008	\$2,346.15	\$186.92	\$89.95	\$0.00	\$347.98	\$1,721.30
12-02-2008	\$2,230.77	\$193.65	\$0.00	\$0.00	\$256.56	\$1,780.56



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## Email Verification Code

If you click “Printable Copy” a pop-up window will appear with the verification email formatted for print. After you are done printing, click “Close”.

The screenshot shows a web browser window titled "Print Verification" with the URL "http://192.168.0.32:8080/eviv/inc\_ver\_print.jsp". The page content includes the US INCOME VERIFY logo and the following information:

**Employer:** Noydes  
**Employer Contact Information:** 5350 Poplar Avenue, Suite 415  
 Memphis, TN 38028  
 901.756.2705

**Employment Verification Date:** Information current as of 10-14-2009  
**Verify Type:** Employment and Income  
**Verify Reason:**

Name	Title	SSN	Status	Hire Date	MR Hire Date	Term Date
Eighth, Henry	TECHNICIAN IV	*****8888	Full Time	05-12-2001		

**Income History**

Pay Year	Avg Hours	Ytd Earnings	Net	Taxes	Post Tax	Pre Tax	Paystubs
2008	40	\$56,826.11	\$37,424.32	\$19,401.79	\$0.00	\$0.00	27
2007	40	\$62,280.77	\$40,869.82	\$21,410.95	\$0.00	\$0.00	28
2006	40	\$57,508.83	\$43,064.89	\$14,443.94	\$0.00	\$0.00	29

**Last Two Paystubs (if available)**

Pay Date	Earnings	Pretax Deductions	Other Deductions	Tips	Taxes	Net Income
12-16-2008	\$7,346.15	\$186.92	\$88.95	\$0.00	\$347.08	\$6,721.20

At the bottom of the window, there are links for "TERMS & CONDITIONS", "PRIVACY POLICY", and "CONTACT", along with the copyright notice "Copyright © USIncomeVerify 2009".

You may now “Logout” or click “Return” to enter a new verification.