

# ***PES VOE Instructions***

## **Verification of Employment – Premier Employment Staffing**

Instructions for individuals, organizations and/or creditors

1. Complete **Verification of Employment Request and Credit Card Payment Authorization** form on next page.
  - Full name of candidate required (First, Last)
  - Complete Social Security# of candidate required
2. Select service level
  - BASIC**: Employment verification.....\$20
  - PLUS**: Employment verification including full earnings statements.....\$45
3. Attach signed authorization / consent / release form.
4. **Submit required forms, payment and information:**  
email to: [info@pe-staffing.org](mailto:info@pe-staffing.org)  
Regular Mail: Premier Employment Staffing | PO Box 3172 | South Pasadena, CA 91031
5. Make checks payable to: Premier Employment Staffing  
Need Assistance? Please Call: 800-870-0672
6. Please allow at least 3 business days after receipt of payment for processing.

## Verification of Employment Request and Credit Card Payment Authorization

Request Information	
Requesting company:	
Contact name:	
Fax #:	e-mail:

Employee name on verification (first, Last):	
Social Security #:	Date of request:

Method of Payment:    Credit Card     Check

Credit Card Information – Authorized Signature Required			
Cardholder name:			
Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	American Express <input type="checkbox"/>	Discover <input type="checkbox"/>
Card #:	Security code:		
Expiration date (MM/YY):	Transaction amount:		
CC Billing address:			
City, State:	ZIP:		
Cardholder signature:	e-mail:		

Check Information - Make payable to: <i>Premier Employment Staffing</i>	
Check #:	Transaction amount: \$

Select Service Level – BASIC or PLUS	
\$20 BASIC <input type="checkbox"/>	\$45 PLUS <input type="checkbox"/> (includes full earnings statements)

**Submit with signed release:**

| E-mail to: [info@pe-staffing.org](mailto:info@pe-staffing.org) Mail: Premier Employment Staffing  
| PO Box 3172 | South Pasadena, CA 91031

To be Completed by P.E.S HR		
Received:	VOE sent via: Mail <input type="checkbox"/> e-mail <input type="checkbox"/> fax <input type="checkbox"/>	Sent: