

PES VOE Instructions

Verification of Employment – Premier Educational 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
Regular Mail: Premier Educational Staffing | PO Box 3172 | South Pasadena, CA 91031
5. Make checks payable to: Premier Educational 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 Educational 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 | Mail: Premier Educational 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: