

Employment & Wage Verification

There are times when you may wish to provide a third party with verification of your employment or a record of your earnings. You may need to provide such information in many situations, such as when you buy a car, rent an apartment, or refinance a mortgage.

As an Ignite associate, when you have a need for a third party to verify your employment and/or wage information, we have established a special procedure to fulfil the request and protect your personal wage information. We have partnered with Thomas and Company to provide this information to third parties.

Your wage information will not be provided to a third party without your written authorization.

Here is the procedure to follow:

- 1) The requester (bank, apartment complex, etc.) should go to www.thomas-and-company.com and click on the GREEN BUTTON (Request Employment and Wage Verification). The requester will need your Social Security number and your **company code IGN251**.
- 2) If the request is for employment verification only the requester will be able to access the following information: first day of work, last day of work (if applicable), position type (full or part-time), and job position.
- 3) If the information requested includes your wage information, the requester must provide a **signed release from you** (on the requester's form), permitting us to provide this information. The requester will then be able to access the following information: hire date, termination date (if applicable), position type (full or part-time), job position, rate of pay, and year-to-date wage details.
- 4) The requester will pay a nominal fee for this information, and the information will be provided within 2 business days.

Assistance is available during normal business hours by emailing Verifications@thomas-and-company.com.

T&C Verifications Department
Post Office Box 280100, Nashville, TN 37228
verifications@thomas-and-company.com
www.thomas-and-company.com

Direct: (615) 620-0569 Main: (615) 242-8246 Fax: (615) 242-5826