

University of Washington Payroll Office

REQUEST FOR VERIFICATION OF EMPLOYMENT

Signed authorization from the individual in question is **required** for the release of employment verification information. UW Payroll can only release general employment verification. Request will take 1-2 business days to process, unless further research is required. Please complete Sections I and II.

If requesting a formal letter of employment verification please check this box (cannot be faxed/e-mailed):

Check: Pick up at Payroll (photo ID required) Fax this form Mail to address below (no campus mail)

SECTION I (to be completed by employee)

I hereby authorize the UW Payroll Office to release the information indicated below. Additionally, I release University of Washington from all liability whatsoever for issuing the requested information.

Print or type employee name

Social Security Number/ EID

Signature

Date

Current Employment

Previous

SECTION II (to be completed by requestor)

Company Name

Requestor Name

Address

Phone Number

Fax Number

SECTION III (To be completed by UW Payroll Office)

I certify that the records of University of Washington reveal the following on the employee indicated above:

Employment Period: _____

Position: _____

Base Salary: _____

Circle: Full / Part -Time *NO Performance/Personnel Information at Payroll

Signature of Person Verifying: _____

Printed or Typed Name: _____ Date: _____

Position: _____ Phone: _____

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