



To request an employment and/or wage verification, the inquiring party can access our website at [www.thomas-and-company.com](http://www.thomas-and-company.com). Then they should click on the GREEN BUTTON 'Request Employment and Wage Verification' on the home page. The requesting party is charged a nominal fee directly for this service.

### **Inquiries for Wage Verification (Bank/Mortgage, Apartment Complex, other Lending Agencies, etc.)**

- Be sure to provide the requester with your company code **CINE15** and the employee's Social Security Number.
- With their request, the inquiring party must provide **a signed release from the employee/former employee to allow Thomas & Company to provide their information.** We will not release any information without a signed release from the individual whose information is being requested.
- Our Verifications Department will respond to the request within 24 to 48 business hours. If a quicker response is needed, the requesting party can call our Verifications Department at (615) 620-0569.
- If the requesting party is unable to use the web, they may call the Verifications Dept. at (615) 620-0569 to submit the request and make alternate payment arrangements (Visa, Mastercard, Discover, American Express, check, or money order).

### **Requests for Employment Verifications Only (Non-Wage Requests)**

- They will need your company code **CINE15** and the employee's Social Security Number.
- The site will provide the employee's first day of work, last day of work (if applicable), position type (full or part-time), and job position.

### **Government Agency Requests**

- Any government agency requests for wage or employment information should be mailed, faxed, or emailed to our Verifications Department at the address below or [Verifications@thomas-and-company.com](mailto:Verifications@thomas-and-company.com).
- We will complete the request and return to the requester.

**If the inquirer needs further assistance they should contact:**

**T&C Verifications Department**  
**Post Office Box 280100, Nashville, TN 37228**  
[Verifications@thomas-and-company.com](mailto:Verifications@thomas-and-company.com)  
[www.thomas-and-company.com](http://www.thomas-and-company.com)

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