



Verification of Employment

Insperty

Overview & Purpose

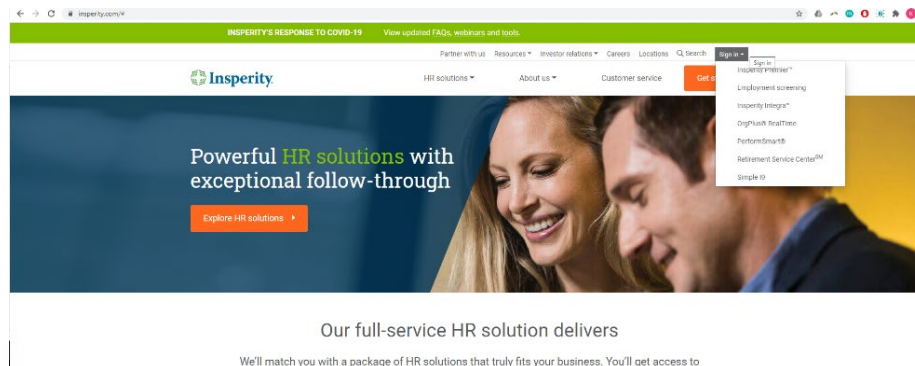
Please follow the guide below when requesting verification of employment.

Verification of Employment Request

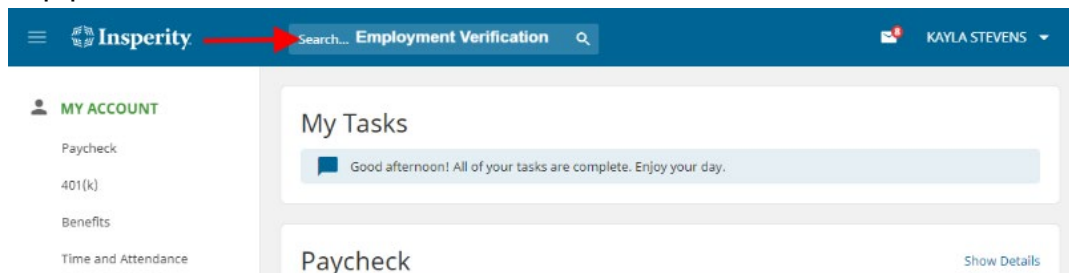
Electronic Completion & Submission Instructions

Please note that electronic completion and submission is available to active employees only. Please allow two days for processing. To complete the verification electronically:

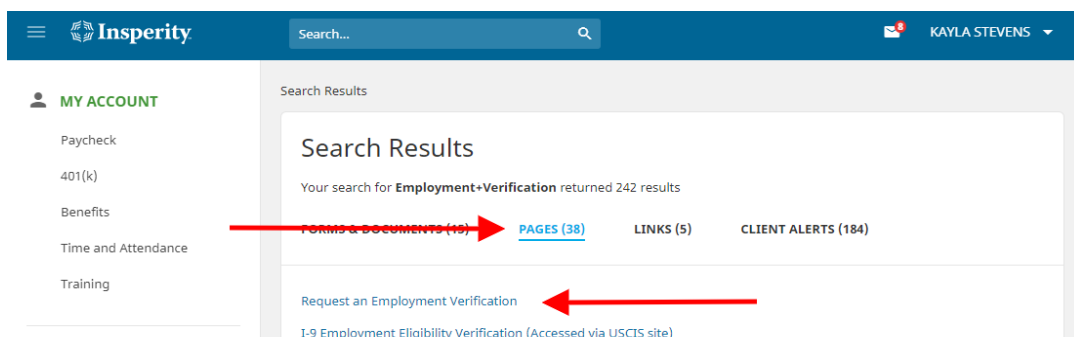
1. Navigate to www.insperity.com.
2. Hover over Sign In from the top right-hand corner of the screen and select Insperty Premier from the dropdown menu.



3. From your dashboard, search “Employment Verification” in the search bar at the top portion of the screen.



4. Choose PAGES, then select Request an Employment Verification.





5. To submit a request electronically, select the Verification of Employment (eSign) link toward the middle of the page.

Request an Employment Verification

IMPORTANT! Send the request for employment verification immediately.

Time is of the essence when responding to an employment verification.

Employment Verification Request

Insperity responds to employment verification and salary requests for worksite employees whose client records have been maintained by Insperity.

Requests may be submitted in the following ways, depending on employee status:

1. **Actively employed:**
 - o online request
 - o verbal request
 - o written request
2. **Formerly employed:**
 - o verbal request
 - o written request

How to Submit a Request for Employment Verification

Online Request

Follow the system prompts to complete and submit information online. [Verification of Employment \(eSign\)](#)

(Note: The online request (eSign) form is not available to former employees. Former employees must use the

6. To begin your request, click the blue NEXT button. Follow the on screen prompts to enter the information as requested.

Verification of Employment Request

Hello **KAYLA STEVENS!**

Click **NEXT** to complete and submit your Verification of Employment Request. Please allow Insperity two business days for processing.

NEXT

Verbal Completion & Submission

To obtain dates of employment and the last position held, please contact the Insperity Hotline at (866) 715-3552, option five (5).



Instructions Paper Completion & Submission Instructions

To complete via paper form, please complete the last page of this document. Please note that the employee must sign and date the completed form to authorize verification – no electronic signatures will be accepted.

Once the form is filled in and the employee has signed it, please return it to Insperity via email to employment_verifications@insperity.com, by fax at (866) 390-4248, or by mailing it to the following address:

Employment Verifications MC – C4.1.30
Insperity, Inc.
19001 Crescent Springs Dr.
Kingwood, TX 77339

Questions?

If you have any questions, please do not hesitate to reach out to the Insperity Employment Verifications team at (281) 312-7843 or (800) 242-8893.

Electronic Completion and Submission Instructions:

- Follow the system prompts to complete and submit information to Insperity. **(Applicable to active employees only)**

Verbal Completion and Submission Instructions:

- Verbal verification: Contact the Insperity Hotline at 866-715-3552 option 5, to obtain dates of employment and last position held.

Paper Completion and Submission Instructions:

- Complete Employee Information – for employee being verified.
- Complete Forwarding Information – for entity requiring employment verification.
- Completed Verification Purpose(s) – reason(s) for the employment verification and employment information needed.
- Employee **MUST** sign and date form to authorize verification. **(No electronic signatures).**
- Submit completed verification form to:

Employment Verifications MC – C4.1.30

Insperity, Inc.

19001 Crescent Springs Dr.

Kingwood, TX 77339

employment_verifications@insperity.com or Fax: 866-390-4248

- For questions contact Employment Verifications at 281-312-7843 or 800-242-8893.

NOTE: Please allow Insperity two business days for processing.

Employee Information			
First Name		Middle Name	Last Name
Home Mailing Address			
City		State	ZIP Code
Home Phone No.	Work Phone No.	Email Address	
Verification Purpose(s)			
Reason(s) for the Verification (Check one or all that apply)			
<input type="checkbox"/> Employment	<input type="checkbox"/> Co-Employment Relationship Letter	<input type="checkbox"/> Copy of Verification Previously Sent (Indicate in Other)	
<input type="checkbox"/> Immigration Letter	<input type="checkbox"/> Wage Statements: (Specify dates)	<input type="checkbox"/> Other: (Specify reason):	
<input type="checkbox"/> Mortgage (Year to Date Report)	From: _____ To: _____ (mm/dd/yyyy)		
Employment Information Needed (Check all that apply)			
<input type="checkbox"/> Dates of Employment	<input type="checkbox"/> Employee Name	<input type="checkbox"/> Status (PT or FT)	<input type="checkbox"/> Employer Name
<input type="checkbox"/> Position Title	<input type="checkbox"/> Employee Address	<input type="checkbox"/> Salary	<input type="checkbox"/> Employer Address
Forwarding Information			
<input type="checkbox"/> Employee Copy (check box to request an employee copy)			
<input type="checkbox"/> Fax	Fax Number: _____		
<input type="checkbox"/> Email	Email Address: _____		
<input type="checkbox"/> US Mail	Mailing Address: _____		
	City: _____	State: _____	ZIP Code: _____
Employee Phone Number: _____			
<input type="checkbox"/> Other Recipient Copy (check box to request a copy for another person or company)			
Contact Name or Company: _____			
<input type="checkbox"/> Fax	Fax Number: _____		
<input type="checkbox"/> Email	Email Address: _____		
<input type="checkbox"/> US Mail	Mailing Address: _____		
	City: _____	State: _____	ZIP Code: _____

By signing below, I acknowledge that Insperity may release information regarding my employment to another contact person or company in the Forwarding Information section of this form.

Sign And Date Form		
Employee Signature		Date Signed (mm/dd/yyyy)
Print Employee's Full Name		Last 4 Digits of Social Security No. _____
		Insperity Employee ID No. _____
		OR