

Universal Credit Services

Verification of Employment/Income Reports

Verification of Employment/Verification of Income Order Procedure

Login to our system and click on the Product & Services Tab for "Employment/Income/Asset Verification". Then select "Order Verification of Employment".

Products & Services
▶ Credit Verification
▶ Property Verification
▼ Employment/Income/Asset Verification
Order Verification of Employment Order TRV (4506-T) Order Verification of Deposit/Assets
▶ Fraud Detection
Find Ordered Products (Old Version) Settlement Services Worksheet (SSW)

Order Verification of Employment	Type of Verification
User: KATY HOWELL Cancel	<input type="radio"/> Employment <input type="radio"/> Employment plus Income <input type="radio"/> Re-Verify
Reference No. <input type="text"/> Permissible Purpose: Employee's application for credit	Order List + Add Another VOE
Borrower Information First Name <input type="text"/> Last Name <input type="text"/> SSN <input type="text"/> Salary Key <input type="text"/> <input type="checkbox"/> Specific Employer Required?	<input type="checkbox"/> Pay by credit card Order
Record Filter <input type="radio"/> Current Employer(s) <input type="radio"/> Previous Employer(s) <input type="radio"/> Both - Current & Previous	

Then complete the required fields, select the appropriate Record Filter and Type of Verification, and click the order button. Our system will instantly verify against the Work Number database and return a completed report immediately if your borrower is employed by a Work Number employer/contributor. If not, you will see the following screen.

Order Verification of Employment

Branch: UNIVERSAL CREDIT - CALIFORNIA-CA100
 User: RANDY BETTS

*****The record you requested is not available on our instant service. Please enter the information below and you will receive an email when the verification is complete.*****

Reference No.	Notification Email	Permissible Purpose
<input type="text"/>	RBETTS@UNIVCR	Employee's application for credit

Borrower Information

First Name	Last Name	SSN	Phone Number
JONATHAN	CONSUMER	333224444	<input type="text"/>

Full Address ?

Employer Information

Current Employer Previous Employer

Name	Phone Number	Fax Number
GENERAL MOTORS CORP	313-555-1212	<input type="text"/>

Full Address ? [more detail](#)

Verification Contact Information

First Name	Last Name	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number	Fax Number	
<input type="text"/>	<input type="text"/>	

Additional Notes

Please verify bonus and overtime wages

Borrower's Written Authorization

Type of Verification

Employment
 Employment plus Income
 Final Verification

Pay by credit card
 RUSH (There may be an additional fee)

Since the Work Number was a “no-hit”, there is no charge for the Work Number and you now have the option to place a “Manual” VOE request for our VOE team. Complete the required fields, including uploading a borrower’s authorization, and click order. Our team will verify employment/income for your borrower and notify you when the report is ready.

UNIVERSAL CREDIT SERVICES File # Go [Main](#) [Help](#) [Logout](#)

Main

Products & Services

▼ **Credit Verification**

- [Order Credit Report](#)
- [Order Business Credit Report](#)
- [Order Total Scorecard Direct](#)

► **Property Verification**

► **Employment/Income/Asset Verification**

► **Fraud Detection**

[Find Ordered Products](#) (Old Version)

Tools

- [Documentation Requests](#)
- [Total cost for borrower Management Reports](#)
- [SmartPay Setup Invoices](#)

Preferences & Announcements

- [My Account](#)
- [Downloads](#)
- [Submit Feedback](#)

Recent Bulletins

Date	Title
N/A	Click here to see old announcements

Helpful Tips

- [Ordering Credit Reports](#)
- [Using the Bulletin Board](#)
- [Finding Ordered Products](#)
- [Calculating the Total Cost for a Borrower](#)

[>>see more](#)

Settlement Services

- [New Worksheet](#)
- [Find Worksheet](#)

Links

- [Loan Calculators](#)

Recent Requests

Show latest: Include sub-accounts' files

Please select a product to view recent activity

Credit Verification

- [Credit](#)
- [Supplement Requests](#)
- [Credit Analysis](#)
- [Business Credit Report](#)
- [Total Scorecard](#)

Property Verification

- [Flood Zone Determination](#)
- [Automated Valuation Model](#)

Employment/Income/Asset Verification

- [Tax Return Verification \(4506T\)](#)
- [Verification of Employment](#)
- [Verification of Deposit](#)
- [Supplement Requests](#)

Fraud Detection

- [ID Verification](#)
- [Application Data Validation](#)
- [SSA89](#)

To retrieve a completed report, simply login to our system and click the appropriate link under the Recent Requests section at the bottom of the main page. In this case, Verification of Employment. Then, on the next screen, click the “view” link next to the completed report

