

EmployCheck

Simple employment verification.

How to Handle Employment Verification for WellStar Health System-Employer Code 3115

WellStar Health System uses a national employment verification service, EmployCheck, to complete employment verifications. This service provides access to employment verification information 24 hours/day, 7 days/week.

All requests should be directed to EmployCheck and you must register as a verifier to access this network. Simply go to **www.EmpCheck.com** to register. If you have further questions about the service, please call 888-279-4504 or email EmployCheck@PreCheck.com.

Benefits to Verifiers

Speed – Information is available in minutes
Cost-Effective – Automated and paperless
Accurate – Information is from employer company records
Accessible – Available 24 hours a day via web
Trackable – Audit trail is provided

Two Levels of Verification Provided

Basic Cost \$30.00 (web) \$35.00 (fax)
• Name • Dates of employment • Position

Complete Cost \$45.00 (web) \$50.00 (fax)
• All basic information
• Year-to-date gross earnings & the past 2 years' wages

A Salary Key is necessary for a **complete** verification.

Obtaining a Salary Key

To obtain salary information, the employee must provide you with a Salary Key. You will use this along with our **Employer Code 3115** and the employee's Social Security number.

EmployCheck cannot:

- Handle subpoenas or summons to appear in court.
- Handle garnishment of wage inquiries or notifications to discontinue garnishment of wages.
- Verify employment requests for law enforcement agencies (Criminal or Civil).
- Verify employment requests for Lost Wages purposes.
- Confirm validity of paycheck stubs & W2 forms.
- Confirm insurance coverage.
- Immigration letters, i.e. sponsorship documentation to prove that employee is gainfully employed.
- Employment for those whose data was not originally provided to us (such as those terminated before the data periods provided or those working for a merged organization whose data has not been integrated).
- Verify employment requests for temporary, contract or Medical Staff employees that are not paid by in-house payroll.
- Verify employment requests for the Department of Transportation, i.e. checking for DUIs and auto accidents for driver positions.

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Request for Employment Verification

Fax to: 888-705-4605

Company Details

If you are already a registered verifier, just supply your Verifier ID _____.

If not, please fill out the following information (**please print**):

Company Name _____

Address _____

City _____ State _____ Zip _____

Primary Contact

First Name _____

Last Name _____

Title _____

Phone _____ Ext. _____ Other Phone _____

Fax _____ E-mail _____

Information Needed for Verification

Employer Code: **3115 – WellStar Health System**

Employee's Social Security Number _____ — _____ — _____

Salary Key (required to obtain salary information; provided by employee) _____

For Payment by Credit Card

Card Type (please check) _____ Visa _____ Master Card _____ American Express _____

Card Number _____ Expiration _____

Name on Card _____

Billing Address _____

City _____ State _____ Zip _____

I understand that there is a \$5.00 surcharge for verifications completed via fax, which will be charged to the above Credit Card or Account. There will be no charge if no records are found.

Signature _____ Date _____

PreCheck, Inc. provides employment verifications of registered clients' current and former employees. Such verifications will only be made via web or fax. By filling out this request, users agree to the terms and conditions on PreCheck's website and may obtain and utilize this information only pursuant to the purposes and means expressly authorized by federal and state statutes and regulations. Users shall follow all procedures set forth by PreCheck whenever seeking employment verification. Pricing subject to change without prior notice. All older versions of these forms are obsolete.

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PreCheck, Inc.
ATTN: EmployCheck
P.O. Box 58
Bellaire, TX. 77402