



University of Washington
Payroll Office

Request for Verification of Employment
FORMER EMPLOYEE

☐ Standard verification

or

☐ Formal verification letter

Check only one:

☐ Pick verification up at Payroll - *Photo ID required*

☐ Mail to address in Section II below

☐ Fax to:

_____ ATTN _____

Check only one:

☐ Pick verification up at Payroll – *Photo ID required*

☐ Mail to address in Section II below – *Cannot be sent to a campus address*

Section I - Employee Information

I hereby authorize the UW Payroll Office to release my most recent job title, dates of employment, salary, & full/part-time status and I release the University of Washington from all liability whatsoever for issuing the requested information.

Print or type employee name

Social Security Number or EID

Signature (cannot be electronic or typed)

Date

Section II - Destination Information - *Only required if verification will be mailed.*

Company Name (Optional)

Attention/Care of (Optional)

Recipient Address

Recipient Phone Number

IMPORTANT! - UW Payroll cannot provide performance or personnel information. Payroll does not notify employees when their requests have been completed or dispatched. Request will take 1-2 business days to process, unless further research is required. Requests containing years prior to 1990 may 5-7 business days to process. Payroll cannot accommodate same-day requests. Verification will only contain information on the most recent position held by the employee.

Letters held for pickup will be kept for 2 calendar weeks after the date of completion. After this time they will be discarded, and employees must submit a new request.

Mailing Address:

Univ. of Washington Payroll Office | (206) 543-8137

Box 359555

Seattle, WA 98195

E-Mail:

verify@uw.edu

Pickup location address:

UW Payroll Office

4333 Brooklyn Ave NE

UW Tower: Floor O-1