



Employment & Wage Verification Frequently Asked Questions

When would someone need to use employment verification services?

- When applying for a personal loan or a mortgage, renting an apartment or buying a vehicle, an individual may be asked to provide proof of employment and income. Cinemark has partnered with Thomas & Company, a national employment/wage verification firm to provide this service.

How do you use the employment and wage verification service?

- If wage information is being requested, the employee needs a signed release giving the requester permission to request the verification. Information will not be released without a signed release form.
- Then inform the organization how to request verification.

How does an organization request verification?

- The requester should be directed to www.thomas-and-company.com and have them select the GREEN BUTTON 'Request Employment and Wage Verification' on the home page.
- The organization will need our company code **CINE15** and social security number of employee they are requesting information on.
- For assistance, the requester can call Thomas and Company's Verifications Department at (615) 620-0569.

Where do I send requests received at the location?

- Calls can be directed to either the website www.thomas-and-company.com or to the Thomas & Company Verifications Department at (615) 620-0569.
- Paper requests can be emailed to Verifications@thomas-and-company.com or faxed to 615-242-5826

What information does Thomas and Company provide?

- For **Employment Verification only**, the requester will be provided with the following information: first day of work, last day of work (if applicable), position type (full or part-time), and job position.
- For **Wage and Employment Verification**, the requester will be provided with the following information: name, hire date, termination date (if applicable), position type (full or part-time), job position, rate of pay, and wage details.

How quickly will Thomas and Company respond to the verification request?

- Thomas and Company responds within 24 to 48 business hours using the requester's preferred method, fax or email. For a quicker response, the requester can call the Verifications Department at (615) 620-0569.

Is there a charge for this service?

- The requesting organization is charged a nominal fee for this service. If the requesting party is unable to use the web portal, they can call the Verifications Department at (615) 620-0569 to request and make alternate payment arrangements (Visa, MasterCard, Discover, American Express, Check or Money Order).

Is there a different process for government agency requests?

- Government agency requests for wage and/or employment information can be emailed, faxed or mailed to Thomas and Company's Verifications Department. See contact information below
- Thomas and Company will complete the request and return the information directly to the requester.

If I have additional questions, who do I call?

- Call the Thomas & Company Verifications Department at (615) 620-0569.

T&C Verifications Department
Post Office Box 280100, Nashville, TN 37228
verifications@thomas-and-company.com
www.thomas-and-company.com
Direct: (615) 620-0569 Main: (615) 242-8246 Fax: (615) 242-5826