Indirect Lending
Employment Verification Request

NET CREDIT UNION

Dealers: Please have applicant(s) complete Section 1 and sign Section 4.
Email to kkramer@netcreditunion.com

Section 1: Employee Information
This section must be completed so that we may access the employee's records.

*Employee's Name (Last, First, Middle Initial):	*Title:	*Employee ID:

Home Address:	Apt #:	City:	State:	Zip:

*Name and Address of Employer:	Start Date:	Employment Income:
		$_____ Per Month
	Business Phone:	$_____ Per Week
		$_____ Annually

Section 2:
This section should be completed only if the third-party is to receive the verification.

Third-Party Contact Name: **INDIRECT LENDING DEPARTMENT**	Company or Institution: **NET FEDERAL CREDIT UNION**		
Daytime Phone: **Kim 570-961-7447**	Fax #:	Email: **kkramer@netcreditunion.com**	
Address: **119 Mulberry Street**	City: **Scranton**	State: **PA**	Zip: **18503**

Section 3: Verification Type
Check the box(es) to indicate what information you are requesting and how you would like it to be sent.

☒ Title of Employee	☒ Current Salary	☒ Date of Hire	Earnings for a Specific Period: From _____ to _____

☐ Other (Please specify):

How would you/the third party like to receive the requested information?
☐ Email or   ☐ Fax   ☐ Other (Please specify): _____

Additional Information/ Unique Requests:

Section 4: Employee Signature
The employee must provide must provide their signature, authorizing release of their employment information, before this request can be fulfilled. Even if you are a third-party placing the request, you must obtain the employee's signature.

I authorize my current employer to release my employment information to NET Federal Credit Union as indicated above.

Employee's Signature: _____   Date: _____

*By signing this form, you grant your employer permission to send any and all details related to your job history with your employer.