

Fax Transmission

Bowling Green State University-Office of Human Resources

1851 N. Research Dr., Bowling Green, OH 43403

419-372-8421-Phone 419-372-2920-Fax

TO:	FROM:
COMPANY:	DATE:
RE:	PAGES:

Important Employment Verification Information

We have received your request for employment verification for a BGSU employee. BGSU uses JobTrax Inc.'s www.verifyjobhistory.com to provide automated employment and income verification for our employees.

To obtain proof of employment only –

1. Login to www.verifyjobhistory.com to register.
2. You will need the following information:
 - o BGSU's employer code – 1419
 - o The employee's social security or employee ID number provided by the employee.
3. Pay for the transaction by credit card.

To obtain proof of employment and income –

- Follow steps 1 through 3 above. The employee must provide an authorization code to access their income information. Employee generate an authorization code by visiting www.verifyjobhistory.com or calling 1-800-281-5260.

Special instructions for social service agencies –

- Login to www.verifyjobhistory.com to register.
- Once your agency is registered you may begin to receive results online or by fax.

For additional questions or more information please call:

Job Trax Client Service Center
Monday-Friday; 8:00-5:00pm, EST
1-800-281-5260 or 1-440-247-211

