

SAMPLE EMAIL TO VERIFIERS

If you wish, you can use this template to construct your own email for use when you receive a request for proof of employment income from a Verifier, both to advise that you are using Equifax Verification Exchange® and to direct them to the service provider support page on our website.

Subject line: Your request to verify the employment income of [Employee name]

Hi [Name],

Thank you for your request for our assistance in verifying the employment income of [Employee name].

We now use Equifax Verification Exchange® to address these requests for employment income verifications, both to better protect the personal information of our employees and to expedite our response times.

Verification Exchange is employee consent driven and secure, using globally recognised standards in security and data management. It should also help your efficiencies and allow faster decision-making, by enabling you to access the requested employment income information online and in real-time.

It helps improve efficiencies and faster decisions by allowing you to access employment income information on the Verification Exchange.

Please contact the Verification Exchange on 1300 598 889 or at support.au.ve@equifax.com for help to process your request. Alternatively, you can access <https://www.equifax.com.au/verification-exchange/financialserviceproviders> to find out more about how to access the employment income of our employees.

Many thanks,

[Your email signature]