

# Employment Verification



**Customer Service: 1-866-312-8266 or  
1-404-382-5400 Option 2  
Fax: 1-404-829-1335  
Website: [www.uconfirm.com](http://www.uconfirm.com)  
Email: [support@uconfirm.com](mailto:support@uconfirm.com)**

Please follow the instructions below for Charlotte-Mecklenburg Schools Verification of Employment & Income:

## For Commercial Verifications such as:

- Mortgage
- Pre-Employment Screening
- Car Loan
- Property Leasing
- Applications for Credit, etc.

## THE REQUESTING VERIFIER WILL NEED:

- Employee's signed authorization form if requesting salary information.
- Employee's name  
And
- Employee's Social Security Number

## For Social Service Verifications such as:

- Medicaid
- SSI/SSDI
- SNAP
- TANF
- Child Support
- Public Housing, etc.

## THE REQUESTING VERIFIER WILL NEED TO:

- Fax request to 1-404-829-1336  
And
- Include employee's SSN, employer name and return fax number or address.

## Employee Verification Process:

- Call 1-866-312-8266 or 1-404-382-5400 or  
Email: [support@uconfirm.com](mailto:support@uconfirm.com)



**HRIS Department  
Telephone: 980-343-1900  
(8AM-5PM Eastern time) Fax:  
980-343-3124 Email:  
[hr@cms.k12.nc.us](mailto:hr@cms.k12.nc.us)**

Please email or fax information to the HRIS Department if you are requesting the following information:

## CMS Letter Request for:

- Sliding Scale Program
- Teaching Experience

## Other Requests:

- In-state or out-of-state Experience Verification Form
- Public Loan Forgiveness Form
- Teacher Loan Forgiveness Form
- Child Care Resources
- Purchase of Out-of-State Retirement Service Credit Form
- NC Withdrawing Retirement Contributions Form
- DOT Employment Verification Form, etc.

## HRIS Will Need:

- Employee ID Number (Five Digit Number) or Last Four Digit of Social Security Number