



Verification of Employment

Insperity

Overview & Purpose

Insperity has partnered with Vault Verify to provide both active and former employees, as well as third-party requesters, with a quick and efficient way to verify employment and income history. Vault Verify is a secure platform that complies with data protection standards and uses a credentialing system to ensure verifier legitimacy. The purpose of this process is to outline the most efficient way to complete verification requests.

Verification of Employment Requests

Written Requests from Third Party Verifiers

All written employment and income verification requests are processed through Vault Verify. To make a request, third party verifiers can visit www.vaultverify.com and enter the following reference information:

Company Code: 23041 (Insperity Services, L.P.)

Requests from Active Employees

Active employees should register on the [Vault Verify Employee Portal](#) (instructions outlined on the Forms Depot) to:

- Generate an employment letter
- View their verification activity
- Invite verifiers to Vault Verify to order a verification report

Requests from Former Employees

Former employees can request a verification by visiting this [Verification Invitation page](#) and filling in the online form to send instructions to the verifier.

Verbal Requests

Verbal employment verifications will be supported by Insperity's Contact Center. For verification of active status **only**, please visit the [Insperity Employment Verification page](#). To obtain dates of employment and last position held, please contact the Insperity Contact Center directly at (866) 715 – 3552 and select option 2.

Questions?

If you have any questions, please do not hesitate to reach out to Vault Verify directly, Monday through Friday, 8AM – 8PM Eastern Time at (407) 378 – 6203, via email at cs@vaultverify.com, or by visiting the [Vault Verify website](#) and selecting "Chat Now" at the lower right-hand corner of the website.