

Request for Check Stub Copies and/or W2

For your safety, we have a very strict policy regarding the release of information including copies of check stubs or W2 forms.

This policy protects you from unauthorized release of information and it protects us while information is in transit to you.

You must answer EVERY Question legibly and completely. Incomplete requests are destroyed and no response is given.

Your Name _____ Your Date of Birth _____

Last 4 Digits of your Social Security Number _____

Specifically, at what location did you work? _____

Describe below exactly what you need. Be sure to include specific dates and years needed for W2's.

What is the best telephone number for us to reach you? _____

What is your email address? _____

Instructions: Mail this form to:

HR7 Executive Services LLC
Information Request
8585 North Stemmons Freeway
South Tower Suite 420
Dallas, TX 75247

When mailing the form, include the following:

- (1) A legible copy of your driver's license.
- (2) A self addressed stamped envelope for us to return the information to you. We recommend that you send us a priority mail envelope from the post office. If your envelope is short postage, we do not comply with the request.
- (3) If you would like overnight service, please enclose a cashier's check or money order for \$40.00.
- (4) If you want it mailed with a letter certifying the information as a true and correct copy send a cashiers' check or money order for \$9.00.
- (5) Enclose a cashiers' check or money order for \$30.00 for each W-2 you want a reprint of.
- (6) For other than express paid services, allow up to 10 business days for a response.

Sign Here _____

This will be compared to signatures on file so please be sure YOU sign the form!

Under NO CIRCUMSTANCES will be fax or Email your documents