

TO: Boston University
Student Payroll Office

DATE: _____

FROM: _____

BUID: _____

SUBJECT: Employment Verification Request

Please provide verification of my employment at Boston University during the period of _____ through _____. I need to have the following information:

(Check all that apply)

- _____ Total Yearly Earnings
- _____ Breakdown of Earnings between Work-Study and Non Work-Study
- _____ Hourly Wage
- _____ Monthly Wage
- _____ Breakdown of Gross and Net Earnings
- _____ Department(s) Worked In
- _____ Other

Please send the information requested above to:

If you have any questions please contact me at _____.

I understand that it will take one week for my request to be processed.

Signature

This form may not be used as a blanket release allowing employers or lenders to verify employment and wages.