



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 Annual Earnings
Confirmation of Federal Work-Study Program Participation
Pay Rate - Will Confirm Hourly Wage or Weekly Salaried Amount
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.

Contact Email: _____

Contact Phone: _____

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

Signature

Today's Date

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