

Wage and Salary Verification Requests

Financial institutions, housing/government agencies and insurance companies may submit requests for salary and wage information for employees to Payroll. Requests must be in writing and may be submitted via fax or US mail. In order to provide accurate information, verbal requests cannot be accepted.

Essential information on the request form must be completed to include name, social security number, phone number, and address for which the form will be mailed. You may also include a self-addressed envelope with your request.

Verifications of wage and salary information are processed in the order received and on occasion require records be ordered to complete the request. Due to the high volume of requests, please allow three (3) to five (5) business days for a response in addition to mailing time.

Completed verification forms **may not be** faxed to the requestor. However, we do retain duplicate files of all verifications and can provide copies to employees or a representative acting on their behalf with written and signed authorization.

Please submit requests to:

School District of Palm Beach County
Accounting Services/Payroll
3366 Forest Hill Blvd., Suite A323
West Palm Beach, FL 33406
Or
Fax – 561-434-8271

Questions, please contact staff at 561-434-8944