

Introduction to Employment Validation

The Desktop Underwriter® (DU®) validation service allows you to leverage third-party data to digitally validate borrower employment on a per-borrower, per-employer basis. To get started, first you'll need to order a Verification of Employment (VOE) or tax transcript report.

Income Type	Report Type
Base pay	Verification of Employment and Income (VOE/VOI)
Bonus	
Overtime	
Commission	
Social security	Tax Transcripts
Retirement	
Self-Employment Income (Sole Proprietor, Schedule C)	

The Loan Officer's Process

When looking at a VOE report in DU, check the following:

- **Active employment.** Ensure the status is clear that the borrower is “actively” employed.
- **Age of data.** Ensure you're meeting age of data requirements and look at the “as of” dates.
- **Conflicting/contradictory information.** Investigate any information in the verification report that conflicts with or contradicts other information in the file.
- **Employer name match.** Ensure the employer name matches the information entered in the 1003.

Tips for Success

- ✓ Always follow the instructions in the DU messages.
- ✓ If you are unable to get digital verification through Equifax's The Work Number, try a manual verification report in order to get rep & warrant relief on employment validation.
- ✓ Understand the time dependencies for employment validation using the DU validation service (see: **Employment & Income Validation Timing Tips** in the Jump Start Series).

Jump Start Your Usage of the DU Validation Service

- Getting Started with the DU Validation Service
- Introduction to Income Validation
- **Introduction to Employment Validation**
- Introduction to Asset Validation
- Employment & Income Validation Timing Tips



Reduced cycle times



Freedom from paper-based processes



Better borrower experience



Rep & warrant relief