

## CHECKLIST FOR PROCESSING EMPLOYER VERIFICATION REQUESTS

### (NET-101)

SCBOS IS NOW THE SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT & WORKFORCE (DEW) RECOMMENDED METHOD FOR BUSINESSES TO RESPOND TO UNEMPLOYMENT CLAIMS. IN THE PAST DEW SENT PAPER FORMS TO BUSINESSES TO GET A RESPONSE. GOING FORWARD, DEW WILL BE COMMUNICATING WITH BUSINESSES THROUGH SCBOS VIA EMAIL AND/OR AUTOMATED PHONE CALLS.

YOUR BUSINESS MUST COMPLETE THE SCBOS ENOTIFY REGISTRATION PROCESS SO YOU ARE NOTIFIED WHEN YOU NEED TO RESPOND TO CLAIMS.

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**DEW account Number and PIN** – if you don't have a PIN, leave the field blank and the workflow will enable you to establish a 4 digit (numeric) PIN.

Name and last four digits of the Social Security Number of the claimant

**Separation Reason (choose one)**

1. Lack of Work
2. Discharged
3. Voluntary Quit
4. Still Working
5. Retirement
6. Not My Employee

***Separation Reason -- Lack of Work***

1.1 Dates of Employment

- Dates of Employment
- During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
- If No, how much have you paid the claimant during all terms of employment?

1.2 Retirement Contributions

- Are you paying or will you pay the claimant a pension or retirement pay? – Yes/No

1.3 *If Yes*, Claimant Contributions

- How much are you paying?
- What is the frequency of payment?
- Does the claimant contribute to the retirement plan?
- If yes, what percentage did the claimant contribute?

#### 1.4 Contact Information

- What is the point of contact for the NET-101 verification?
- What is the title of this contact?
- What is the email address of this contact? (prefilled if the user is the point of contact)
- You may enter up to three additional points of contact email address
- What is the phone number for this contact?

#### ***Separation Reason -- Discharged***

Discharged Reason:

- Reason for Discharge:
  - .1. Absenteeism
  - .2. Drug Test
  - .3. Other
  - .4. Unsatisfactory Work/Performance
  - .5. Insubordination

*Discharge Reason --Absenteeism*

- Select one of the following reasons for the claimant's absenteeism discharge
  - .1. General - Discharged for absenteeism for a non-medical reason
  - .2. General - Discharged for absenteeism due to medical reason
  - .3. Leave of Absence - Discharged for absenteeism while on a leave of absence

#### ***Absenteeism -- General Non-Medical***

*General Non-Medical – Dates Absent*

- What were the dates the claimant was absent or tardy?
- Why was the claimant absent or tardy?

*General Non-Medical – Warnings Given*

- Was the claimant warned about absenteeism and/or tardiness? Yes/No

*If Yes, General Non-Medical -- Warning Given Data Collection*

- **Explain the warnings given. Provide dates, reasons for warnings, who gave the warnings, and how the warnings were communicated. Options to submit include text, attachment, or fax.**

*General Non-Medical – Company Policy*

- Does your company have a policy regarding absenteeism and/or tardiness? Yes/No

*If Yes, General Non-Medical -- Company Policy Data Collection*

- **What is your company policy? Specify if/when the company policy was communicated to the claimant and how it was communicated. Options to submit include text, attachment, or fax.**

*General Non-Medical -- Return to Work*

- Did the claimant attempt to return to work? Yes/No
- If Yes, the details of the claimant attempting to return to work

*General Non-Medical – Final Incident*

- Date of the final incident
- What was the final incident that caused the discharge?

*General Non-Medical -- Dates of Employment*

- Dates of Employment
- During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
- If No, how much have you paid the claimant during all terms of employment?

*General Non-Medical -- Retirement Contributions*

- Are you paying or will you pay the claimant a pension or retirement pay? – Yes/No

*If Yes, General Non-Medical -- Claimant Contributions*

- How much are you paying?
- What is the frequency of payment?
- Does the claimant contribute to the retirement plan?
- If yes, what percentage did the claimant contribute?

*General Non-Medical -- Contact Information*

- What is the point of contact for the NET-101 verification?

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***Absenteeism -- General Medical***

*General Medical – Medical Excuse Given*

- Did the claimant present a medical excuse? Yes/No
- Had the claimant been previously warned for attendance? Yes/No

*If warned for attendance--Warnings Given Data Collection*

- **Explain the warnings given. Provide dates, reasons for warnings, who gave the warnings, and how the warnings were communicated. Options to submit include text, attachment, or fax.**

*General Medical – Company Policy*

- Does your company have a policy regarding absenteeism and/or tardiness? Yes/No

*If Yes – Company Policy Data Collection*

- **What is your company policy? Specify if/when the company policy was communicated to the claimant and how it was communicated. Options to submit include text, attachment, or fax.**

*General Medical – Job Related*

- Was the claimant's health problem job-related? Yes/No
- If Yes, *give* the details of how the claimant's health problem was job-related

*General Medical – Final Incident*

- Date of the final incident
- What was the final incident that caused the discharge?

*General Medical -- Dates of Employment*

- Dates of Employment
- During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
- If No, how much have you paid the claimant during all terms of employment?

*General Medical -- Retirement Contributions*

- Are you paying or will you pay the claimant a pension or retirement pay? – Yes/No

*If Yes -- Claimant Contributions*

- How much are you paying?
- What is the frequency of payment?
- Does the claimant contribute to the retirement plan?
- If yes, what percentage did the claimant contribute?

*General Medical -- Contact Information*

- What is the point of contact for the NET-101 verification?
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***Absenteeism -- Leave of Absence***

*Leave of Absence -- Request Given*

- Did the claimant request a Leave of Absence? Yes/No

*If Yes -- Approved By*

- Was the request approved? Yes/No
- If yes, who approved the request?
- What was the reason for the requested leave?

*Leave of Absence -- Dates Absent*

- Starting and ending date for the Leave of Absence

*Leave of Absence -- Job Related*

- Was the request for a Leave of Absence job-related? Yes/No
- If Yes, details of the job-related Leave of Absence

*Leave of Absence -- Extension Granted (Requested)*

- If the leave ended and the claimant could not return, was an extension requested? Yes/No
- If yes, what is the date of the extension request?

*Leave of Absence – Final Incident*

- Date of the final incident
- What was the final incident that caused the discharge?

*Leave of Absence -- Dates of Employment*

- Dates of Employment
- During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
- If No, how much have you paid the claimant during all terms of employment?

*Leave of Absence -- Retirement Contributions*

- Are you paying or will you pay the claimant a pension or retirement pay? – Yes/No

*If Yes-- Claimant Contributions*

- How much are you paying?
- What is the frequency of payment?
- Does the claimant contribute to the retirement plan?
- If yes, what percentage did the claimant contribute?

*Leave of Absence -- Contact Information*

- What is the point of contact for the NET-101 verification?
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***Discharge Reason -- Drug Test***

Reason for Drug Test

- What was the reason the drug test was given or refused?
- When was the claimant discharged?

- When was the drug test given?
- What were the results of the drug test or did the claimant refuse? If more than two weeks passed between the time of the test and the time the claimant was discharged, describe why.

*Drug Test*– Company Policy

- Does your company have a policy regarding drug use? Yes/No

*If Yes, Company Policy Data Collection*

- **What is your company policy? Specify if/when the company policy was communicated to the claimant and how it was communicated. Options to submit include text, attachment, or fax.**

*Drug Test*– Assistance Program

- Does your company offer an assistance program? Yes/No

*If Yes, Assistance Offered*

- Was assistance offered to the claimant?

*Drug Test Data Collection*

- **You must submit a copy of the drug test that was performed by a certified lab using the GC/MS method of testing. Options to submit include text, attachment, or fax.**

*Drug Test* – Final Incident

- Date of the final incident
- What was the final incident that caused the discharge?

*Drug Test* -- Dates of Employment

- Dates of Employment
- During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
- If No, how much have you paid the claimant during all terms of employment?

*Drug Test* -- Retirement Contributions

- Are you paying or will you pay the claimant a pension or retirement pay? – Yes/No

*If Yes, Claimant Contributions*

- How much are you paying?

- What is the frequency of payment?
- Does the claimant contribute to the retirement plan?
- If yes, what percentage did the claimant contribute?

*Drug Test -- Contact Information*

- What is the point of contact for the NET-101 verification?
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*Discharge Reason-- Other*

*Other -- Discharge Date*

- When was the claimant discharged?
- What was the reason for discharge?

*Other – Company Policy*

- Does your company have a policy regarding this reason for discharge? Yes/No

*If yes, Company Policy Data Collection*

- **What is your company policy? Specify if/when the company policy was communicated to the claimant and how it was communicated. Options to submit include text, attachment, or fax.**

*Other – Claimant Warned?*

- Had the claimant been warned? Yes/No

*If Yes, Warnings Given Data Collection*

- **Provide dates, reasons for warnings, who gave the warnings, and how the warnings were communicated. Options to submit include text, attachment, or fax.**

*Other – Final Incident*

- Date of the final incident

- What was the final incident that caused the discharge?

*Other -- Dates of Employment*

- Dates of Employment
- During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
- If No, how much have you paid the claimant during all terms of employment?

*Other -- Retirement Contributions*

- Are you paying or will you pay the claimant a pension or retirement pay? – Yes/No

*If Yes, Claimant Contributions*

- How much are you paying?
- What is the frequency of payment?
- Does the claimant contribute to the retirement plan?
- If yes, what percentage did the claimant contribute?

*Other -- Contact Information*

- What is the point of contact for the NET-101 verification?
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***Discharge Reason -- Unsatisfactory Work/Performance***

*Work Unsatisfactory*

- Explain how claimant's work was unsatisfactory

*Work Satisfactory*

- Explain what the claimant should have done

*Claimant Performed Satisfactorily?*

- Had the claimant ever performed satisfactorily? Yes/No

*If Yes, Performance Decline*

- Explain when the claimant's performance started to decline:

*If Yes, Change in Job*

- Were there any changes in the job that caused the decline? Yes/No

*If Change in Job is Yes, Change in Job Description*

- If Yes, explain what changed in the job to cause the decline in performance

Length of Employment

- How long had the claimant been in their current job?
- Did the claimant's performance cause a loss to the employer? If so, please enter the dollar amount of any monetary loss.

Warnings Given?

- Had the claimant been warned about their unsatisfactory work? Yes/No

*If Yes, Reason for Warning Data Collection*

- **Explain the warnings given. Provide dates, reasons for warnings, who gave the warnings, and how the warnings were communicated. Options to submit include text, attachment, or fax.**

Company Policy

- Does your company have a policy regarding unsatisfactory work?

*If Yes, Company Policy Data Collection*

- **What is your company policy? Specify if/when the company policy was communicated to the claimant and how it was communicated. Options to submit include text, attachment, or fax.**

Final Incident

- Date of the final incident
- What was the final incident that caused the discharge?

Dates of Employment

- Dates of Employment
- During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No

- If No, how much have you paid the claimant during all terms of employment?

#### Retirement Contributions

- Are you paying or will you pay the claimant a pension or retirement pay? – Yes/No

#### *If yes, Claimant Contributions*

- How much are you paying?
- What is the frequency of payment?
- Does the claimant contribute to the retirement plan?
- If yes, what percentage did the claimant contribute?

#### Contact Information

- What is the point of contact for the NET-101 verification?
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#### ***Discharge Reason-- Insubordination***

##### Insubordination Information

- When did the final incident occur?
- How was the claimant insubordinate?

##### Warnings Given?

- Had the claimant been warned about their unsatisfactory work? Yes/No

##### *If Yes, Reason for Warning Data Collection*

- **Explain the warnings given. Provide dates, reasons for warnings, who gave the warnings, and how the warnings were communicated. Options to submit include text, attachment, or fax.**

##### Company Policy

- Does your company have a policy regarding unsatisfactory work?

*If Yes, Company Policy Data Collection*

- **What is your company policy? Specify if/when the company policy was communicated to the claimant and how it was communicated. Options to submit include text, attachment, or fax.**

Final Incident

- Date of the final incident
- What was the final incident that caused the discharge?

Dates of Employment

- Dates of Employment
- During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
- If No, how much have you paid the claimant during all terms of employment?

Retirement Contributions

- Are you paying or will you pay the claimant a pension or retirement pay? – Yes/No

*If Yes, Claimant Contributions*

- How much are you paying?
- What is the frequency of payment?
- Does the claimant contribute to the retirement plan?
- If yes, what percentage did the claimant contribute?

Contact Information

- What is the point of contact for the NET-101 verification?
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***Separation Reason -- Voluntary Quit***

3.1 In Lieu of Termination?

- Did the claimant quit in lieu of termination? Yes/No

***If claimant did quit in lieu of termination***

In Lieu of Termination -- Explain

- Explain why the claimant would have been terminated

Final incident

- Date of the final incident
- What was the final incident that caused the claimant to quit voluntarily?

Company Policy

- Does your company have a policy regarding voluntary quit? Yes/No

*If Yes, Company Policy Data Collection*

- **What is your company policy? Specify if/when the company policy was communicated to the claimant and how it was communicated. Options to submit include text, attachment, or fax.**

Claimant Warned?

- Had the claimant ever been warned? Yes/No

*If Yes, Reason for Warning Data Collection*

- **Provide dates, reasons for warnings, who gave the warnings, and how the warnings were communicated. Options to submit include text, attachment, or fax.**

Dates of Employment

- Dates of Employment
- During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
- If No, how much have you paid the claimant during all terms of employment?

Retirement Contributions

- Are you paying or will you pay the claimant a pension or retirement pay? – Yes/No

*If Yes, Claimant Contributions*

- How much are you paying?
- What is the frequency of payment?
- Does the claimant contribute to the retirement plan?

- If yes, what percentage did the claimant contribute?

#### Contact Information

- What is the point of contact for the NET-101 verification?
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#### ***If the claimant didn't quit in lieu of termination***

#### Quit Reason

- Permanent Transfer of Military Spouse
- Working-Related Reason
- Take Care of Family Member
- Harassment/Unfair Treatment
- Other Reasons

#### ***Quit Reason -- Permanent Transfer of Military Spouse***

#### Reason Claimant left

- Explain the employer's understanding of the reason the claimant left

#### Last Day of Work

- What was the claimant's last day of work?
- Was the claimant permitted to work after submitting their resignation? Yes/No

#### Dates of Employment

- Dates of Employment
- During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
- If No, how much have you paid the claimant during all terms of employment?

#### Retirement Contributions

- Are you paying or will you pay the claimant a pension or retirement pay? – Yes/No

*If Yes, Claimant Contributions*

- How much are you paying?
- What is the frequency of payment?
- Does the claimant contribute to the retirement plan?
- If yes, what percentage did the claimant contribute?

Contact Information

- What is the point of contact for the NET-101 verification?
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***Quit Reason -- Working Related Reason***

Final Incident

- Date of the final incident
- What was the final incident to quit voluntarily?

Working Conditions?

- Did the claimant quit due to working conditions? Yes/No

***If claimant quit due to working conditions then the following sequence of questions is asked***

Working Conditions

- Explain the working conditions which caused claimant to quit

Conditions Changed?

- Had the claimant's working condition changed? Yes/No

***If you indicate that conditions have changed the following sequence of questions is asked***

Conditions Changed

- You have indicated that working condition changed. Describe how working conditions changed and how long the changes were to be in effect

Reason for Change

- Explain the cause for the change

Agreement for Hire

- What was the original agreement of hire?

Change Effective

- When was the change effective?

Adapt the Changes

- Did the claimant attempt to adapt to the changes? Yes/No

*If Yes, Resolve Situation*

- Explain what the claimant did to resolve the situation

*If No, Didn't Adapt to the Changes*

- Explain why the claimant didn't attempt to adapt the changes

***End of sequence related to if claimant quit due to working conditions***

***End of sequence related to conditions have changed***

*If you indicated that conditions have not changed, Resolve Situation*

- Explain what the claimant did to resolve the situation

***All paths for working related reasons converge here***

Dates of Employment

- Dates of Employment

- During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
- If No, how much have you paid the claimant during all terms of employment?

#### Dates of Employment

- Dates of Employment
- During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
- If No, how much have you paid the claimant during all terms of employment?

#### Retirement Contributions

- Are you paying or will you pay the claimant a pension or retirement pay? – Yes/No

#### *If Yes, Claimant Contributions*

- How much are you paying?
- What is the frequency of payment?
- Does the claimant contribute to the retirement plan?
- If yes, what percentage did the claimant contribute?

#### Contact Information

- What is the point of contact for the NET-101 verification?
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#### ***Quit Reason -- Take Care of Family Member***

##### Reason Claimant Left

- What was the employer's understanding of the reason the claimant left? Please explain the following:
  1. Did the claimant request a leave of absence?
  2. Was the leave of absence granted?

3. What were the beginning and end dates of the leave of absence?

Last Day of Work

- What was the claimant's last day of work?
- Did the claimant give a notice? Yes/No

Dates of Employment

- Dates of Employment
- During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
- If No, how much have you paid the claimant during all terms of employment?

Retirement Contributions

- Are you paying or will you pay the claimant a pension or retirement pay? – Yes/No

*If Yes, Claimant Contributions*

- How much are you paying?
- What is the frequency of payment?
- Does the claimant contribute to the retirement plan?
- If yes, what percentage did the claimant contribute?

Contact Information

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***Quit Reason -- Harassment/Unfair Treatment***

Aware of Harassment

- Was the employer aware of the claimant's allegations of harassment? Yes/No
- If yes, when did the claimant first report the problem?

- If yes, provide the name and title of the individual to whom the harassment was reported to and the results?

#### Harassment Witness

- Were there any witnesses to the alleged harassment? Yes/No
- If yes, who witnessed the harassment?

#### Harassment Resolution

- Explain what the employer did to try and resolve the problem

#### Dates of Employment

- Dates of Employment
- During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
- If No, how much have you paid the claimant during all terms of employment?

#### Retirement Contributions

- Are you paying or will you pay the claimant a pension or retirement pay? – Yes/No

#### *If Yes, Claimant Contributions*

- How much are you paying?
- What is the frequency of payment?
- Does the claimant contribute to the retirement plan?
- If yes, what percentage did the claimant contribute?

#### Contact Information

- What is the point of contact for the NET-101 verification?
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- What is the phone number for this contact?

#### ***Quit Reason -- Other Reasons***

#### Reason Claimant Left

- Explain the employer's understanding of the reason the claimant left

#### Dates of Employment

- Dates of Employment
- During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
- If No, how much have you paid the claimant during all terms of employment?

#### Retirement Contributions

- Are you paying or will you pay the claimant a pension or retirement pay? – Yes/No

#### *If Yes, Claimant Contributions*

- How much are you paying?
- What is the frequency of payment?
- Does the claimant contribute to the retirement plan?
- If yes, what percentage did the claimant contribute?

#### Contact Information

- What is the point of contact for the NET-101 verification?
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#### ***Separation Reason -- Still Working***

##### 4.1 Still Working

1. What were the hours agreed upon when the claimant was hired to work?
2. Has there been a reduction in the claimant hours worked? If yes, what are the hours the claimant is currently working?
3. Is the claimant accepting all work offered?

#### Dates of Employment

- The claimant's first day of work
- During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
- If No, how much have you paid the claimant during all terms of employment?

#### Retirement Contributions

- Are you paying or will you pay the claimant a pension or retirement pay? – Yes/No

#### *If Yes, Claimant Contributions*

- How much are you paying?
- What is the frequency of payment?
- Does the claimant contribute to the retirement plan?
- If yes, what percentage did the claimant contribute?

#### Contact Information

- What is the point of contact for the NET-101 verification?
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#### ***Separation Reason -- Retirement***

##### Retirement

1. Was the claimant's separation due to a retirement?
2. Was an incentive offered for the claimant to retire? Was the incentive offered in an effort to reduce the workforce?
3. Do you anticipate that the claimant will receive a pension? What date do you anticipate that the pension will start?

#### Dates of Employment

- Dates of Employment

- During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
- If No, how much have you paid the claimant during all terms of employment?

Retirement Contributions

- Are you paying or will you pay the claimant a pension or retirement pay? – Yes/No

*If Yes, Claimant Contributions*

- How much are you paying?
- What is the frequency of payment?
- Does the claimant contribute to the retirement plan?
- If yes, what percentage did the claimant contribute?

Contact Information

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***Separation Reason -- Not My Employee***

Not My Employee

- Do you know what employer this individual worked for?

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