



CREDIT REPORT REQUIREMENTS



Trans Union Credit Bureau requests the following documents before your request for employment credit history can be processed.

Please provide **three of the four** following required documents from your organization:

1. A copy of three (3) recent employment applications from your company.
2. A copy of filed Article of Incorporation, sales tax records, or state/federal tax records.
3. Copies of two (2) recent utility bills ~ one (1) bill from two (2) different utility companies.
4. A copy of the Business License.

The following items are required in addition to the above listed items:

1. Your checking account number and name, address, phone number, fax number, and contact at bank holding checking account.
2. Three (3) business references (including address, telephone number, fax number, and contact name).
3. An on-site inspection of the facility.
4. A one-time set up fee of \$70.00.

CREDIT REPORTS WILL NOT BE ISSUED UNTIL THE ABOVE INFORMATION IS VERIFIED AND APPROVED BY TRANS UNION.

Questions please contact:

Erin Miley

314-754-0224

erin.miley@aaimea.org

Company Name: _____

Company Contact: _____

Signature: _____

Date: _____

The company acknowledges by signing above that all information is accurate and any verification that has a fee associated with the verifications provided to AAIME and/or Trans Union that the company will be billed back.