



Human Resources

IMPORTANT EMPLOYMENT VERIFICATION INFORMATION

We have just received your request for employment verification for an AMC Theatres, Inc. employee. AMC Theatres uses Thomas and Company to provide automated employment and income verification for our employees.

To Obtain Proof of Employment Only

- 1) Go to www.thomas-and-company.com
- 2) Click on the green "Request Employment and Wage Verification" button
- 3) Follow the prompted instructions
- 4) You will need the following information: a. AMC Theatres, Inc. Employer Code: **AMCT771**
b. Employee's Social Security Number provided by the employee

The following information will be provided: Hire date, termination date (if applicable), position type (full or part-time), and job position.

To Obtain Proof of Employment Plus Income

- 1) Use the instructions for obtaining proof of employment.
- 2) In addition to needing the AMC Theatres, Inc. Employer Code of **AMCT771** and the employee's Social Security Number, you will also need a signed release from the employee permitting us to provide this information to you.

The following information will be provided: Hire date, termination date (if applicable), position type (full or part-time), job position, rate of pay, and wage details.

Government Agency Requests

Any government agency requests for wage or employment information should be mailed, faxed, or emailed to the Verifications Department at the address below or emailed to Verifications@tntnash.com. The request will be completed and returned to the requester.

A nominal fee will be charged for this information, and the information will be provided within 24-48 business hours of the request. If a quicker response is needed, or you cannot use the web portal, you can call the Verifications Department at (615)620-0569 to make alternate arrangements.

For additional questions or more information, please contact:

Thomas and Company Verifications Department

PO Box 280100, Nashville, TN 37228

Direct: (615)620-0569 Main: (615)242-8246 Fax: (615)242-5826

verifications@thomas-and-company.com