VM GROUP

Information

Proof of Income must be provided by all individuals desiring to open or update an account at any of the subsidiaries in the VM Group.

The form is to be utilized by individuals whose employers do not provide them with standardized job letters or pay slips.

This form is to be completed and signed by the employer. (Electronic signatures are accepted).

A representative from the VM Group will call to confirm the information recorded.

Section 1: Employee Information

Employee's Name_____

Employment Status: ☐ Full Time ☐ Part Time ☐ Contractual

Job Title: _____ Date of Employment: _____

Wages: $_____ ☐ Daily ☐ Weekly ☐ Fortnightly ☐ Monthly

Currency: ☐ JMD ☐ USD ☐ CAN ☐ GBP

Section 2: Employer Information

Employer's Name: _____

Employer's Address: _____

Email Address: _____

Contact Number(s): _____

Signature

I the undersigned, confirm that the information recorded on this form is true and complete.

Signature of Employer: _____ Date: _____

For Internal Use Only

Company ☐ VM Wealth ☐ VM Pensions ☐ VM Building Society

Verified by Name:_____ Signature: _____ Date: _____

Employer Guide

1. This form can be used for residents and non-residents of Jamaica.

2. The form should not be dated more than six months when presenting to your VM representative.

3. Informal Workers may be defined as individuals who are hired to complete varying duties, without any documented agreements in place to prove their employment or pay. In some instances, these workers are employed by different individuals. Often, they are seasonal, temporary, or contracted, and are usually paid on a weekly or fortnightly schedule in the form of cash. Examples of these workers are those engaged in home based labour and casual labourers involved in construction.

4. The Categories of Informal Workers **include,** but not limited to the following:
   ➢ Domestic Workers
   ➢ Care Givers/Nannies
   ➢ Gardeners
   ➢ Labourers