



**Premium Service Subscription Agreement
Employment Verification and Salary Information Addendum**

1. This Addendum supplements the Virginia Interactive Premium Service Subscription Agreement. The terms and conditions of this Addendum require the user’s agreement in order to gain access to VI’s Employment Verification and Salary Information online service.
2. The Subscriber is authorized to obtain and utilize employment and salary verification information through the VI online system only pursuant to the purposes and means expressly authorized by federal and state statutes and regulations.
3. The Subscriber shall follow the procedures below whenever seeking employment and salary verification information through the VI online system: (a) obtain written authorization from the data subject for access to the information; (b) maintain the written authorization on file for a period of three years from the date of the request for information; and (c) provide a copy of the written authorization to VI, to the data subject, or to the data subject's employer immediately upon request during the annual audit of randomly selected records.
4. The Subscriber shall not disseminate to any third party the information obtained pursuant to this Addendum unless specifically authorized by law.
5. The Subscriber will comply with all annual auditing procedures that will be conducted by VI. The Subscriber will need to provide VI with copies of written authorization for each randomly selected record within the specified time frame.
6. In response to the Subscriber’s breach of this Addendum or any other misuse of the information, VI may: (a) terminate the Subscriber’s access to the information and require the Subscriber to return all files and media suspected of containing misused information to VI; (b) hold the Subscriber responsible for any personal damages done by the misuse of the information; and (c) pursue any other remedies against the Subscriber permissible by law. In addition, the affected data subject may pursue any and all remedies against the Subscriber permissible by law.

I have read and I agree to the terms and conditions of this Addendum to the Virginia Interactive Premium Service Subscription Agreement.

Customer Signature:

Signature

Date

Name

Title