

**Virginia Information Providers Network Authority
Premium Service Subscription Agreement
Employment and Salary Verification Addendum**

1. This Addendum supplements the Virginia Information Providers Network Authority Premium Service Subscription Agreement. The terms and conditions of this Addendum must be agreed with in order to gain access to VIPNet's Employment and Salary Verification online service.

2. The Subscriber is authorized to obtain and utilize employment and salary verification information through the VIPNet 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 VIPNet 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 VIPNet, to the data subject, or to the data subject's employer immediately upon request.

4. The Subscriber shall not disseminate to any third party the information obtained pursuant to this Addendum unless specifically authorized by law.

5. In response to the Subscriber's breach of this Addendum or any other misuse of the information, the VIPNet Authority 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 VIPNet; (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 Information Providers Network Authority Premium Service Subscription Agreement.

Customer Signature:

Signature

Date

Name

Title