

Welcome, your **Screening Registration** is attached.

Thank you for partnering with **SingleSource** as your preferred provider for background screening and business credit inquiries. Attached are the necessary agreements to register your screening account. **Please read this cover letter carefully**, as it explains each document, its purpose and how each document is used.

**Account Registration Documents** – one-time agreements used to register and open your account. Each should be executed by your organization's authorized representative and faxed **to 904.241.0601** or toll free to **877.835.5787**. Agreements will be executed by us and returned to you for your records.

#### Employment Screening Service Agreement

This document sets the foundation for our professional relationship and explains the activities and processes required to maintain compliance with public laws directly related to background screening and credit reporting.

#### Account Set-Up

This document explains with whom and how we will communicate in the ongoing process of conducting your screening program. The contacts you assign are usually those responsible for requesting services for each subject and authorized to receive reports.

#### Credit Report Agreement

This document defines the terms and conditions required to receive a Consumer Credit Report for Employment Purposes. Before a report can be issued to any U.S. organization, a one-time physical inspection is required to verify the legitimacy of the organization. Conducted by a credit reporting agency, the fee for this one-time inspection varies from state to state (\$50 and up) and is passed on to you. The submission of the Credit Report Agreement signifies your request for a Credit Inspection, and by this submission, you agree to pay the inspection fee.

**MHA Member Benefit:** MHA Members in Illinois and Wisconsin will be reimbursed for the federal inspection fee. You will be invoiced for this one-time fee directly from us, **SingleSource**, and then reimbursed in the form of a credit from MHA for future inquiries conducted within the 24 months immediately following the submission of your Screening Registration.

#### Authorize/Decline Notification – Automated Verifiers and Telephone Number Searches

It is often necessary to utilize the services of third-party providers for the purpose of verifying employment and education, for which we are charged a fee. This form gives us permission to use these services and pass the fee on to you. You are asked to choose either "authorize" or "decline" by signing in the appropriate spaces.

### **User Forms**

The federal government, through the Fair Credit Reporting Act, regulates background screening and credit checks. As your preferred provider, **SingleSource** maintains strict adherence to these laws, enabling you to take advantage of our services with confidence. **You**, however, are responsible for meeting government regulations by giving appropriate notice and receiving authorization from each subject (a job applicant, an employee or someone seeking credit from your store). These User Forms are designed to meet compliance standards and are available ONLINE through your MHA account.

Visit [www.midwesthardware.com](http://www.midwesthardware.com) for more information. Please contact me, or Roger Siskoff, should you have any questions or concerns regarding your screening program.

Best Regards,

*Paul Meese, Account Representative*  
SingleSource  
[pmeese@SingleSourceServices.com](mailto:pmeese@SingleSourceServices.com)  
608.849.8099

*Roger Siskoff, Director of Member Services*  
Midwest Hardware Association  
[rogers@midwesthardware.com](mailto:rogers@midwesthardware.com)  
800.888.1817, ext. 365

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## EMPLOYMENT SCREENING SERVICE AGREEMENT

This agreement entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between SINGLESOURCE SERVICES CORPORATION, a Florida Corporation (hereinafter referred to as "SingleSource"), and \_\_\_\_\_ (Company, hereinafter referred to as "Client").

### The Client certifies and agrees:

that it will comply with all the provisions of Public Law 91-508 (Fair Credit Reporting Act, hereinafter FCRA) and all other applicable statutes, both state and federal.

that each time a request for information is made of SINGLESOURCE, the Client's representative authorized to make such a request will use the information or report solely for a permissible purpose, namely for employment purposes.

that information will be requested only for the Client's exclusive use. All consumer information will be held in strict confidence, except to the extent permitted by law. Only the Client's designated representative(s) may request employee reports. Employees will be forbidden to attempt to obtain reports on themselves, associates, or any other person except in the exercise of their official duties.

that each time a request for information is made of SINGLESOURCE for employment purposes, Client will comply with §604 of the FCRA namely; (1) the consumer has been given a clear and conspicuous written notice, in advance (in a document that consists solely of the disclosure), that a consumer report may be requested for employment purposes; (2) the consumer has authorized the Client, in writing, to procure the report; (3) the information in the consumer report will not be used in violation of any applicable federal or state Equal Employment Opportunity law or regulation; (4) before taking adverse action, in whole or in part on the report, Client will provide the consumer a copy of the report and a description of the consumer's rights under the FCRA. (Public Law 91-508 provides that any person who knowingly and willfully obtains information on a consumer from a consumer reporting agency under false pretenses shall be fined under Title 18 of the United States Code, or imprisoned not more than two years, or both.)

to furnish SINGLESOURCE with written or oral information giving the following data:

- (A) Any pertinent applicant information to make SINGLESOURCE files more complete, immediately upon request by SINGLESOURCE.
- (B) Such pertinent information on present or former employees as may be requested by SINGLESOURCE.
- (C) A copy of the signed authorization by the applicant immediately upon request. The Client will provide prompt, accurate and complete information at the time of transmission and will comply with §623 of the FCRA.

Client understands that any consumer information obtained from public record sources is reported as recorded in the public record. SINGLESOURCE cannot guarantee the accuracy of such records, and Client releases SINGLESOURCE and its agents, employees, and independent contractors from liability for any negligence in connection with the accuracy of said information and from any loss or expense suffered by the Client provided that SINGLESOURCE is found to have reported said information accurately as recorded at the source.

IT IS MUTUALLY AGREED that this Agreement shall remain in force and effect for an initial period of six calendar months from the date of signing or until written notice of cancellation shall be given by either party at least thirty (30) days in advance of said cancellation date. Fees schedules and any addendums relating to these services are attached as part of this agreement. Invoices are submitted for services completed in the previous period. **All payment for services will be made directly to the Midwest Hardware Association and are subject to the Midwest Hardware Association standard terms and conditions.**

I am certifying that I have read and understand the Electronic Signature (E -Sign) Consent Statement below. All company document(s) have been, or will be, processed by me in the future, using my unique user password in the secured employee site. I understand and agree to use the company's electronic notice and the electronic signature system. My electronic authorization is equal to, and will serve in the same capacity as, my personal signature.

### E-Sign Consent Disclosure

Electronic signatures based upon use of identification codes in combination with passwords must employ controls to ensure security and integrity. Our company employs the following controls and procedures: (1) The uniqueness of each combined identification code and password is maintained in such a way that no two individuals have the same combination of identification code and password; (2) persons using identification codes and/or passwords must ensure that they are periodically recalled or revised; (3) loss management procedures are followed to de-authorize lost, stolen, missing, or otherwise potentially compromised User ID's and Password that bear or generate access to private information; (4) transaction safeguards are used and I agree to safeguard my passwords to prevent any unauthorized use of passwords and/or identification codes, and I also agree that if I detect any such breach to report any attempt to misuse such codes to SSS management immediately; (5) functions may not be altered in an unauthorized manner.

Florida Law shall apply to any dispute or proceedings arising from this contract.

For Company: \_\_\_\_\_

For SingleSource Services Corporation

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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2320 South Third Street | Suite 7  
Jacksonville Beach | Florida | 32250 | USA  
904.241.1821 phone | 904.241.0601 fax | 800.713.3412 toll free  
www.SingleSourceServices.com

## ACCOUNT SET-UP

*Please complete separate form for each Branch and/or Location*

The following contact and communication preference information will be used to conduct your background screening program. If any of this information changes, please inform **SingleSource** at the earliest opportunity by email to [checkit@SingleSourceServices.com](mailto:checkit@SingleSourceServices.com), fax to 904.241.0601, or directly to your account manager.

### Client Contact Information

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Billing Address:  Same  NEW, enter below

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

#### 1<sup>st</sup> CONTACT

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Fax: \_\_\_\_\_

#### 2<sup>nd</sup> CONTACT

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Fax: \_\_\_\_\_

### Client Communication Preferences

*Please select one for each*

1. We will make screening requests ONLINE via the **SingleSource User Platform** at MHA.SingleSourceServices.com. If this is not possible, we will make requests for screening to **SingleSource** by submitting the appropriate User Form by fax to 904.241.0601 or 877.835.5787 (see instructions at bottom of each form)

2. Please send results when:  Each search is complete  Subject Screening complete

3. Send results by:  Email Notification with Web Access (preferred, most efficient method)  Secure fax to \_\_\_\_\_ (use only when you do not have Internet access)

### Client Authorization

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

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2320 South Third Street | Suite 7  
Jacksonville Beach | Florida | 32250 | USA  
904.241.1821 phone | 904.241.0601 fax | 800.713.3412 toll free  
[www.SingleSourceServices.com](http://www.SingleSourceServices.com)

## CREDIT REPORT AGREEMENT Consumer Credit Report for Employment Purposes and Request for Inspection

1. Reseller (SingleSource) has access to consumer credit reports from one or more consumer credit reporting agencies.
2. Subscriber (Client) is an employer and has a need for consumer credit information in connection with the evaluation of individuals for employment, promotion, reassignment or retention as an employee ("Consumer Credit Report for Employment Purposes").
3. **Before a Consumer Credit Report for Employment Purposes can be provided to a subscriber, an inspection is required to verify the legitimacy of the subscriber. The fee for this one-time inspection by the credit reporting agency, which varies from state to state, is passed on to the subscriber, and;**
4. **The submission of this agreement signifies your request for a Credit Inspection, and by this submission, you agree to pay the inspection fee.**
5. Subscriber shall request Consumer Credit Report for Employment Purposes pursuant to procedures prescribed by Reseller from time to time only when it is considering the individual inquired upon for employment, promotion, reassignment or retention as an employee, and for no other purpose.
6. Subscriber certifies that it will not request a Consumer Credit Report for Employment Purposes unless:
  - A. A clear and conspicuous disclosure is first made in writing to the consumer before the report is obtained, in a document that consists solely of the disclosure, that a consumer report may be obtained for employment purposes;
  - B. The consumer has authorized in writing the procurement of the report; and
  - C. Information from the Consumer Credit Report for Employment Purposes will not be used in violation of any applicable federal or state equal employment opportunity law or regulation.**
7. Subscriber further certifies that before taking adverse action in whole or in part based on the Consumer Credit Report for Employment Purposes, it will provide the consumer:
  - A. A copy of the Consumer Credit Report for Employment Purposes; and
  - B. A copy of the consumer's rights, in the format approved by the FTC, which notice shall be supplied to Subscriber by Reseller.
8. Subscriber agrees that it shall use Consumer Credit Report for Employment Purposes only for a one-time use, and to hold the report in strict confidence, and not to disclose it to any third party(ies) not involved in the current employment decision.
9. Subscriber will maintain copies of all written authorizations for a minimum of three (3) years from the date of inquiry.
10. With just cause, such as delinquency or violation of the terms of this contract or a legal requirement, Reseller may, upon its election, discontinue serving the Subscriber and cancel this Agreement immediately.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
For SingleSource Services Corporation

\_\_\_\_\_  
Signature Title

\_\_\_\_\_  
Signature Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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## AUTHORIZE/DECLINE NOTIFICATION Automated Verifiers and Telephone Number Searches

Please be advised, it is often necessary to utilize the services of third-party providers for the purpose of verifying employment and education. When used, these providers charge additional fees\* we pass on to you. If we make an inquiry on your behalf that requires the use of an automated verifier or if we must search for a telephone number not provided to us, an additional fee will be charged to your account using the following rate schedule:

- Automated Verifiers for:
  - Employment reference, verification: \$6.50-\$20.00 each
  - Education validation: \$6.50-\$20.00 each
- Telephone Number Search: \$2.00 each

### Automated Verifiers

I, \_\_\_\_\_, hereby **authorize SingleSource** to use the services of an automated verification system on our behalf in order to verify employment and/or to verify a degree(s) earned and/or attendance at designated school or university. I agree to pay all costs incurred.

Position \_\_\_\_\_ Company \_\_\_\_\_

Date \_\_\_\_\_

I, \_\_\_\_\_, hereby **decline** to authorize **SingleSource** to use the services of an automated verification system to verify employment and/or any type of education validation.

Position \_\_\_\_\_ Company \_\_\_\_\_

Date \_\_\_\_\_

### Telephone Number Searches

*Please sign one*

Authorize \_\_\_\_\_ Decline \_\_\_\_\_

*\*Fees are subject to change without notice. SingleSource does not charge for telephone number searches when verifying education.*

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