



We have received your request for an employment and/or income verification on a Pennsylvania State System of Higher Education employee. Please note that our organization uses The Work Number® to provide automated employment and income verifications. The Work Number reduces our risk of liability from providing erroneous or unauthorized information, and our employees receive the benefit of rapid verification completion, 24 hours a day, 7 days a week. You, the verifier, benefit by receiving immediate access to information that is convenient, accurate, and secure. Please follow the instructions below to attain the information you need.

### How to Use The Work Number

Verification Type	Access Options	Information Required
<b>Commercial</b> <i>mortgage loan, auto finance, credit card, job offer, apartment lease, etc.</i>	<a href="http://www.theworknumber.com">www.theworknumber.com</a> 1.800.367.5690	<b>Employer Name or Code</b> <i>PASSHE's Employer Code is 15972</i>
<b>Social Services</b> <i>Medicaid, SNAP, TANF, subsidized housing, etc. (only available to qualifying assistance agencies)</i>	<a href="http://www.theworknumber.com">www.theworknumber.com</a> 1.800.660.3399	<b>Employee's Social Security Number</b>

### Frequently Asked Questions

#### What is The Work Number?

The Work Number, a service of Equifax Workforce Solutions, is an automated service for employment and income verifications that allows employees to provide proof of employment or income instantly. More than 200,000 credentialed verifiers (leading mortgage companies, pre-employment screeners, banks, social services agencies, and others) access The Work Number to retrieve this critical decisioning information—direct from employer payroll feeds—rapidly and securely.

#### Is the information secure?

The commitment to information security at Equifax is unparalleled. We are SSAE16, FISMA NIST 800-53, and ISO 27001 certified. We employ risk-based authentication and data encryption technologies and house The Work Number data in an isolated network.

#### Who is considered a verifier?

A verifier can be any lending institution, property manager, or other business with a Fair Credit Reporting Act (FCRA)-compliant permissible purpose for requesting employment or income information. All verifiers are screened and credentialed before receiving system access, and authenticated at each login.

#### Does a verification from The Work Number take longer?

No. If the information is on the database, it is delivered instantly and does not require a callback or other response from the employer.

#### What is a commercial verification?

Standard employment and income verifications (as part of the approval process for mortgage loans, auto financing, credit cards, job offers, apartment rentals, etc.) are commonly referred to as commercial verifications.

#### What is a social services verification?

Typical social services verifications include TANF, SNAP, Public Housing, Medicaid, Child Support, WIC, Welfare-to-Work Programs, Social Security, Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), and others.

#### Do I need anything special to obtain an income verification?

The Work Number requires that verifiers have the documented consent of the employee-consumer to access income information. Consent is generally established via a signed acknowledgement at the point of application for a loan or service. And, as with all verifications via The Work Number, you will need to state an FCRA-compliant permissible purpose prior to accessing the data.

#### What employer code do I use?

PASSHE's employer code is: **15972**. This five-digit code is used to identify each organization in The Work Number database. Credentialed verifiers can also search for employer codes by name.



**Need help?** The Work Number Client Service Center is available Monday through Friday; 7 A.M. to 8 P.M. (CT) at **1.800.367.5690**. For TTY, hearing impaired call 800.424.0253.