

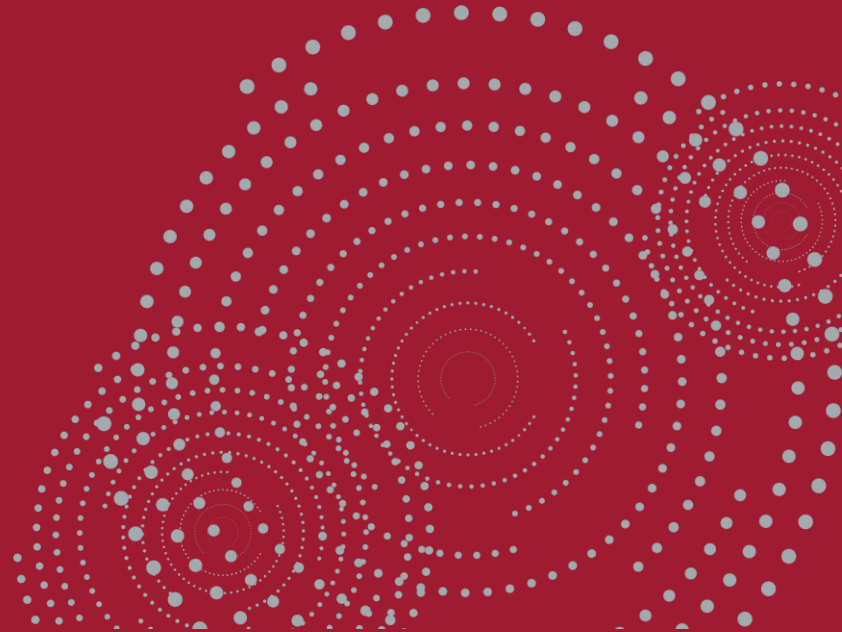
# The Work Number<sup>®</sup>

Income and Employment Verifications



# The Work Number

For Verifiers

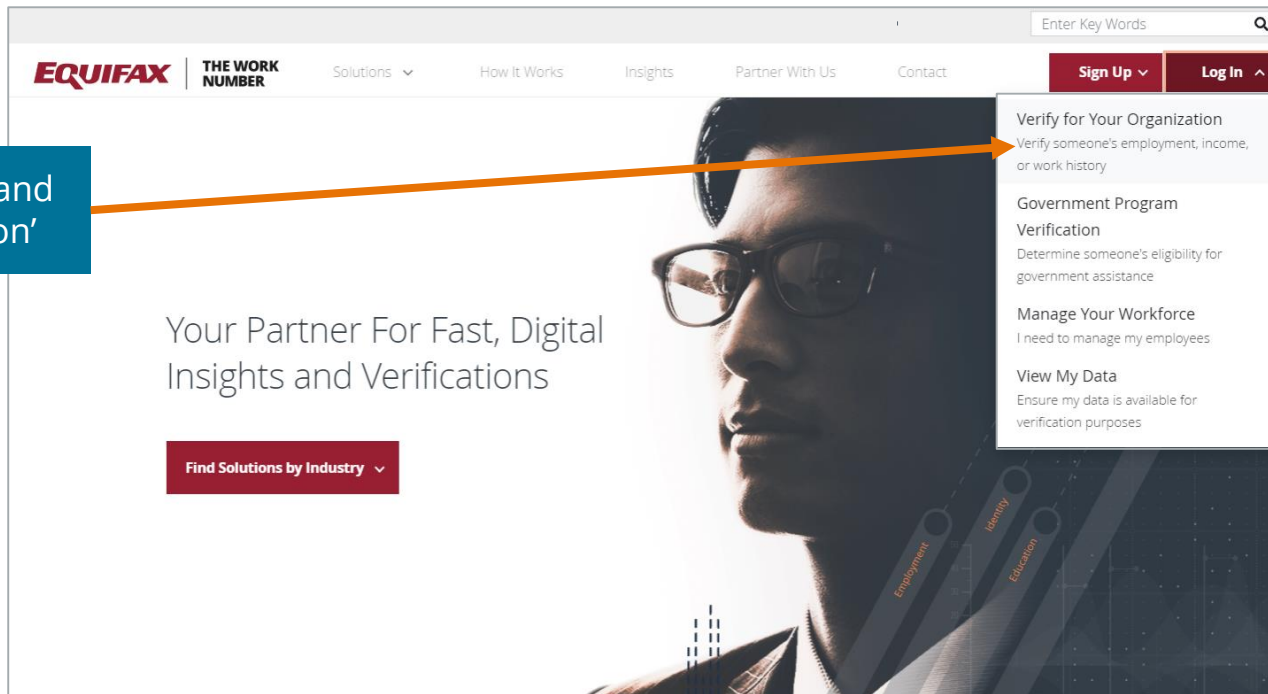


# The Work Number Login for Verifiers

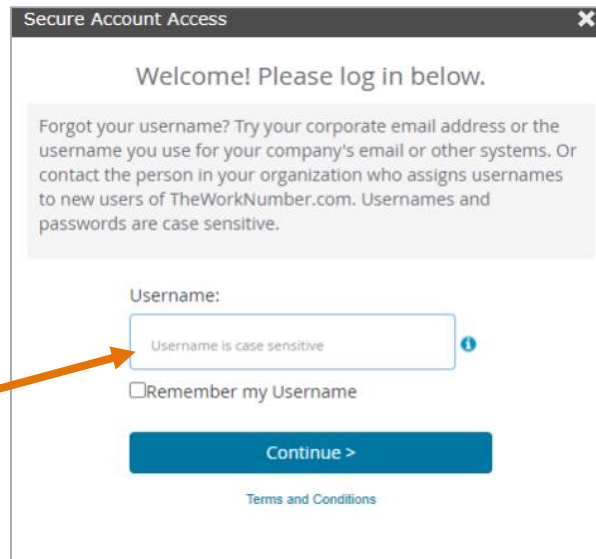
Visit [www.theworknumber.com](http://www.theworknumber.com) and select 'Verify for Your Organization'

## Typical Verifiers include:

Mortgage companies, auto lenders, credit card companies, background screeners, government agencies, and more



Verifiers enter their  
username



Secure Account Access

Welcome! Please log in below.

Forgot your username? Try your corporate email address or the username you use for your company's email or other systems. Or contact the person in your organization who assigns usernames to new users of TheWorkNumber.com. Usernames and passwords are case sensitive.

Username:

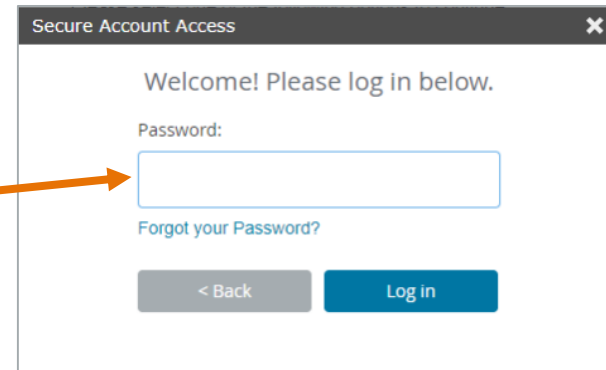
Username is case sensitive

☐ Remember my Username

Continue >

[Terms and Conditions](#)

Verifiers enter their password  
For assistance with account access,  
select "Forgot your Password?"



Secure Account Access

Welcome! Please log in below.

Password:

Forgot your Password?

< Back Log in

# Ordering a Verification

Select 'New Order'

Enter SSN, Tracking Number, and Permissible Purpose

The Work Number requires Verifiers to certify they have a permissible purpose for requesting a verification.

The screenshot shows the Equifax Verification Services interface. At the top, the Equifax logo is on the left, and 'VERIFICATION SERVICES' and 'Welcome' are on the right. Below the header, there's a navigation bar with 'New Order' (highlighted by an orange arrow), 'My Orders', 'Audit or Reverify a Verification', and 'Help'. A 'Cart' icon with '0' is in the top right. The main content area starts with a instruction: 'To start the order, please provide Tracking Number (if applicable), Permissible Purpose, and the applicant's SSN. This information will be used throughout the ordering process for all verifications ordered.' Below this is a yellow banner for new users: 'new Don't have an SSN? No worries, you can search by name, address and date of birth. Click here'. The form fields are: '\* SSN' (with a masked input '#####'), 'TRACKING NUMBER' (with a dropdown set to 'Optional'), and '\* PERMISSIBLE PURPOSE' (with a dropdown set to 'Consumer's applicati'). A note below the SSN field states: 'Some employers that are using an alternate Employee ID rather than using a SSN. If this is a requirement for you, please check this box. view employers'. Under 'Verification Type(s)', there are three options: 'EMPLOYMENT' (with a briefcase icon), 'EMPLOYMENT & INCOME' (with a money bag icon), and 'SELF-EMPLOYED' (with a person icon). At the bottom, a disclaimer reads: 'By pressing "Start Order" you agree and certify that the permissible purpose listed above is correct for this request and if you are verifying employment or income for a Vermont resident, you certify that you have received prior Consumer consent in accordance with VFCRA Section 2480e.'

The screenshot shows the Equifax Verification Services web interface. At the top, there's a red header with the Equifax logo, 'VERIFICATION SERVICES', and a 'Welcome' message with a user icon. Below the header, there are navigation links: 'New Order', 'My Orders', 'Audit or Reverify a Verification', and 'Help'. The main content area is titled 'Order Information' and says 'Please complete the form below.' Under this, there's a section for 'FULL VOI' with a sub-section for '\* CONSENT'. The 'CONSENT' section has two buttons: 'Yes' and 'No'. An orange arrow points from the 'Yes' button to a text box on the left. Another orange arrow points from the 'CONSENT' label to a text box in the center. On the right side, there's a 'Cart' widget showing 'Full Voi' for 'All Employers' with a status of 'READY TO ORDER' and a 'Delete' link. At the bottom, there's a 'Next >' button and a footer with the Equifax logo and the tagline 'Powering the World with Knowledge'.

**What's This?**

You must have consent from the employee if you are ordering an Income Verification. If you do not have consent you may only view employment information.

Verifiers confirm auditable consent for Verification of Income

Verifier receives report and  
can print/download

✓ Thank You! Your order information is listed below.

This Order 3

PDF

ORDER DETAILS

Requestor:  
Organization:  
Email:  
Address:  
Cell Phone:  
Work Phone:

Roseanne Smith  
ABC Company  
roseanne@test.com  
555 Test Road  
555-555-5555

Inquiry Date:  
Inquiry SSN:  
Inquiry Type:  
Permissible Purpose:  
Tracking Number:

XX/XX/XX21  
XXX-XX-5555  
Talent Report Select All  
Employment purposes  
N/A

THE WORK NUMBER™ VERIFICATION OF EMPLOYMENT

TEST EMPLOYEE XXX-XX-5144 RECORD 1 OF 3

EMPLOYER: ENTERPRISE USA(91001) CURRENT AS OF 02/19/2021

Order Information

Verified On:  
Reference #:

03/09/2021  
43114443757

Employer

Employer:  
Headquarters Address:  
Federal  
Employer  
Identification  
Number (FEIN):  
Employer Disclaimer:

Enterprise USA(91001)  
11432 Lackland Rd  
St. Louis MO 63148  
Data not provided  
This is a "test" disclaimer for VOE's. All employees  
are made up.

Employment

Division:  
Job Title:  
Employment Status:  
Most Recent Start Date:

DEMO 89  
DEMO EMPLOYEE  
ACTIVE  
08/20/2009

Original Hire Date:  
Total Time With Employer:

02/15/2008  
11 Years, 8 Months

EQUIFAX®

PROPRIETARY | 8

# Understanding the VOE or VOI Report

TEST EMPLOYEE XXX-XX-5144 ← Masked SSN RECORD 1 OF 2

EMPLOYER: ENTERPRISE USA(91001) CURRENT AS OF 11/06/2020

THE WORK NUMBER from Equifax

Order Information

Verified On: 11/25/2020  
Reference #: 41495707371

“As of” date

Employer

Employer: Enterprise USA(91001)  
Headquarters Address: 11432 Lackland Rd  
St. Louis MO 63146  
Federal Employer Identification Number (FEIN): Data not provided

ENTERPRISE U.S.A.

Company logo

Open text disclaimer field

Employer Disclaimer: Due to the status of the world this year, Santa Claus is coming to town a tad bit earlier this year!

Employment

Division: DEMO 89  
Job Title: DEMO EMPLOYEE  
Employment Status: ACTIVE  
Most Recent Start Date: 06/20/2009

Original Hire Date: 02/15/2006  
Total Time With Employer: 11 Years, 5 Months

Multi-division capability

VOE would end here

Accommodates rehires; calculates total time

Income

Employee Rate of Pay: \$173,306.00  
Employee Pay Frequency: Annual  
Avg. Hrs. Worked / Pay Period: 40  
Pay Cycle: Weekly

Last Amount of pay increase: \$1,000.00  
Last Date of pay increase: 10/11/2020  
Next Amount of pay increase: \$1,000.00  
Next Date of pay increase: 11/10/2021

Annual Income Summary

	Base Salary	Overtime	Commission	Bonus	Other	Total
2020	\$149,976.35	\$200.00	\$0.00	\$400.00	\$50.00	\$150,626.35
2019	\$164,640.70	\$180.00	\$0.00	\$360.00	\$45.00	\$165,225.70
2018	\$156,408.67	\$162.00	\$0.00	\$324.00	\$40.50	\$156,935.17

Pay detail - includes breakout of base vs. variable income as provided by employer



# Understanding a Social Service Verification (SSV)

## ANN EXAMPLE XXX-XX-1234

Information Current As Of 01/31/20XX

### Social Services Verification

#### Order Information

Verification Type: Social Services Verification  
Permissible Purpose: Benefit eligibility  
Reference Number: 4570704862  
Tracking Number: 898989098

#### Employee

Address 1: 123 Main Street  
Address 2: Apartment 3A  
City: St. Louis  
State: MO  
Zip: 63101-0120  
Phone Number: Data not provided  
Date of Birth: Data not provided

#### Employment

 **ENTERPRISE USA**  
Employer: Enterprise USA (91001)

#### Headquarters Address:

Address 1: 11432 Lackland Road  
Address 2: Suite A  
City: St. Louis  
State: MO  
Zip Code: 63146  
Employer Disclaimer: Should the employer provide a disclaimer, it will appear here.

Federal Employer Identification Number (FEIN): 441791581

Division: Data not provided  
Union Affiliation: N BOOW 510  
Work Location (Job Site): Data not provided  
Employment Status: Active  
Most Recent Start Date: 01/02/2006  
Original Hire Date: 01/02/2006  
Reason for Termination: Data not provided  
Total Time With Employer: 9 Years, 1 Month  
Job Title: Operations Manager

#### Benefits

Medical Insurance Available: Y  
Employee Eligible: Y  
Reason for Ineligibility: Data not provided  
Employee Enrolled: Y  
Eligibility Date: Data not provided  
Next Open Enrollment Date: 11/03/2016  
Coverage Start Date: 01/01/2008  
Coverage Termination Date: Data not provided  
Carrier Name: My Insurance Co.  
Address: 123 Main Street  
City, State, Zip: St. Louis, MO 63146  
Carrier Phone Number: 314-214-7000  
Policy Number: 123456789  
Group Number: 12345  
Coverage Level: Family - Employee, Spouse and Children

Annual Cost: \$1,690.00  
Dependent Coverage Available: Y  
Per Pay Period Cost to Add Dependent: \$100.00  
Number of Dependents Covered: 1

#### Dependents

John W Smith xxx-xx-1111 07/15/2005

Participation in COBRA: N

#### Dental Insurance

Dental Insurance Available: Y  
Employee Eligible: Y  
Employee Enrolled: Y  
Carrier Name: Dental Insurance Co.  
Data not provided  
Data not provided  
Policy Number: 987654321

#### Vision Insurance

Vision Insurance Available: Y  
Employee Eligible: Y  
Employee Enrolled: Y  
Carrier Name: Vision Insurance Co.  
Address: Data not provided  
City, State, Zip: Data not provided  
Carrier Phone Number: 314-999-1234  
Policy Number: 999123456

#### Workers' Compensation

Receiving Workers' Compensation: Y  
Carrier: WC Insurance Co.  
Date of Injury: 06/01/2014  
Date of Award: 07/09/2014  
Claim Number: WC1234  
Claim Pending: Y

#### Income and Deductions

Rate of Pay: \$18.00  
Employee Pay Frequency: Hourly  
Avg. Hrs. Worked/Pay Period: 90  
Pay Cycle: Bi-weekly

#### Income Summary

	Base Salary	Overtime	Commissions	Bonus	Other	Total
2016	\$4,358.16	\$31.77	\$25.13	\$0.00	\$43.10	\$4,458.16
2015	\$49,400	\$3,158.07	\$936.59	\$1,500	\$105.98	\$55,100.64
2014	\$46,500	\$2,650.15	\$901.45	\$1,250	\$99.55	\$51,401.15

Payroll Deduction for All Insurance Coverage: \$32.00

#### Pay Period Detail

Income:  
Total Gross Earnings:  
Total Net Earnings:  
Pension:  
Other Income:

Withholding:  
Federal Tax: \$124.00  
State Tax: \$59.00  
Local Tax: \$17.00  
Social Security: \$37.00  
Medicare: \$26.00  
Retirement/401k: \$132.00  
Cafeteria Plan: \$250.00  
Garnishments: \$100.00  
Other Withholdings: \$42.00

#### Historical Pay Period Summary

	01/15/2016	01/28/2016	90	\$2,179.08	\$1,281.08
01/01/2016	01/15/2016	90	\$2,179.08	\$1,281.08	

The statement above is an official verification generated from The Work Number. Because this verification is system-generated with data that originated directly from the employer's payroll system, it is tamper-resistant and represents a higher level of authenticity than employee-furnished copies of paystubs or W2s. If any information is missing, it is because the employer did not provide this information for inclusion in The Work Number verification. Information not provided by the employer is showing as "Data not Provided". Note: If you this person left this employer and was rehired later, the "Total Time with Employer" amount will likely be understated and will only reflect the most recent consecutive months of service. Questions? Call 1-800-996-7566 (Hearing impaired clients may call 1-800-424-0253/TTY).

THE  
**WORK**  
NUMBER  
from Equifax

Detailed benefits data, in addition to employment and income

Pay period detail, as may be required by public assistance agencies

Thank you.

