



Important Employment & Income Verification Information

We have received your request for employment and/or income verification on an Indiana University employee. Indiana University uses The Work Number® to provide automated employment and income verifications on our employees. You have several options to get the information you need.

How to Use The Work Number

1. Select the Verification You Need	2. Collect Required Information	3. Obtain Verification
<p>Employment <i>(Includes income)</i></p>	<ul style="list-style-type: none"> ■ Indiana University Employer Code: 16250 ■ Employee's social security number ■ Salary key may be required (income verification requests only) 	<p>Credentialed Verifiers:</p> <ul style="list-style-type: none"> ■ Visit www.theworknumber.com <i>or</i> ■ Call 1-800-367-5690 (1-800-424-0253 TTY) ■ Billable to your account or credit card
<p>Income <i>(Includes employment)</i></p>		<p>Not registered?</p> <ul style="list-style-type: none"> ■ Obtain a registration form to use The Work Number. Registration is a one-time process and takes approximately 5 minutes to complete the application.

Frequently Asked Questions

Why does Indiana University use The Work Number to provide employment and income verifications?

- The Work Number helps reduce Indiana University's risk of liability in unknowingly providing sensitive employee data to a non-authorized verifier/requestor (Verifier).
- Verifiers get immediate, secure, convenient access to employer-provided payroll information, 24/7.
- The Work Number complies with The Fair Credit Reporting Act (FCRA) and other applicable laws. Verifiers provide a permissible purpose as defined by FCRA (see below) for employment verification requests. For income verification requests, they must additionally certify to The Work Number that they have consumer consent. However, The Work Number does not allow third party collection agents to access employee income information.

What is Permissible Purpose?

- An FCRA-compliant reason for requesting employment and/or income information. Common permissible purposes include: for the extension of credit, as part of an account review, for collection of an account, for employment purposes, or when ordered by a court. A permissible purpose is required for each employment or income data request.

What is Consumer Consent?

- Consumer consent is the employee's authorization for access to his or her employment and/or income information. Consumer consent can be in the form of an ink signature, an electronic signature or, when required by an employer, a salary key. Verifiers must certify they have consumer consent for each income verification request.
- Generally, the consumer consents to the verification of his/her employment and/or income information when signing a loan application, lease agreement or other document. This consent is often valid for the life of the benefit or service (until the loan is repaid or the account is closed, etc.) and often extends to agents of the grantor so that the employee's information may be accessed not only for determining whether to grant the consumer the benefit or service, but for other permissible purposes as well.