



You're in
good company.

PASSHE is one of more than **2,900 employers** offering secure, fast employment and income verifications via The Work Number.



What's The Work Number?

The **Work Number** is an automated service that securely provides instant employment and income verifications. It can be used when applying for a loan, buying a car, leasing an apartment, qualifying for public assistance, or similar instances where proof of employment or income is needed.

The Work Number streamlines the transfer of information between employers and verifiers, benefiting you by accelerating the decision process without compromising your data privacy.

The Work Number is available 24 hours a day, 7 days a week. By utilizing this service, your human resources department has extended the ability for you to apply for credit rapidly and easily—even on weekends or during evening hours—and without the need to provide paper documentation such as pay stubs to lenders or other service providers.



Provide proof of employment or income instantly and securely with The Work Number® when...

*refinancing your mortgage,
renting an apartment,
buying a car,
and more...*



What's consumer consent?

Consumer consent is your authorization for a credit grantor to view your employment and income information. Most often, you provide this consent when signing a loan application, lease agreement, or similar document when requesting a service or benefit. That consent is generally good for the life of the obligation (until the loan is repaid or the account is closed, etc.), which gives the credit grantor the option to recheck your employment and income status as part of their ongoing account review process. Consumer consent can be in the form of an ink signature, an electronic signature, or a salary key.

The Work Number is the **#1 Employment Verification Service**, helping you rapidly obtain the credit you deserve.

Here's How It Works

1. PASSHE securely transmits employment and income data to The Work Number on a regular cycle, so the information remains current.
2. When you apply for credit or other services where proof of employment or income is required, you provide consent to the credit grantor to verify that information when signing the application.
3. The verifier—who has been carefully screened and credentialed before gaining access to the system—uses the PASSHE employer code (15972) and your Social Security Number to look up your record on The Work Number database.
4. The verifier must provide a valid reason or **permissible purpose** for requesting the information, as defined by the Fair Credit Reporting Act (FCRA). The verifier must also have your **consumer consent** before requesting income or salary information.
5. With the above conditions met, the verifier can validate your employment or income in seconds.

Note: In some instances, you might be asked to provide a Salary Key prior to verifying your income information. A Salary Key is a unique six-digit number that allows one-time access to your income data. In most cases you will have granted consent when signing an application and a Salary Key won't be needed, but if asked to provide a Salary Key, you'll find instructions at www.theworknumber.com or 800.367.2884.



For more information, visit www.theworknumber.com/employees.

Applying for Public Assistance?

Thousands of social services agencies nationwide use The Work Number regularly to perform verifications. Simply inform your caseworker that your employment and income information is available on The Work Number, and direct them to www.theworknumber.com or 800.660.3399 for more information or assistance.

We're Here to Help!

The Work Number Client Service Center is available Monday through Friday, 7 A.M. to 8 P.M. (CT) at 800.367.2884. For TTY, hearing impaired call 800.424.0253.

