



## Need Proof of Employment or Income? The Work Number® Delivers Instant, Secure Verifications

We all encounter life events—such as purchasing a car, applying for a job, or refinancing a mortgage—when an individual’s employment and income needs to be verified by authorized parties. A verifier may need this information to assess the person’s ability to repay a loan, or perhaps to qualify us for a public assistance program. Traditionally, the verifier would call Human Resource Services to request proof of employment or income, but that presents challenges for all parties involved. The University of Northern Iowa has to validate that the person requesting the information is truly authorized to receive it, and the verifier needs assurance that the data they’re receiving is authentic. Completing the verification could take several days, and when employment or income cannot be rapidly verified, it forms an obstacle separating you as a consumer from the services you desire.

After a successful implementation at the University of Iowa, the University of Northern Iowa recently partnered with The Work Number®. This automated service allows both current and former employees to have their employment and income instantly verified online. This fast, secure service is simple to use and is provided at no cost to UNI employees. More than 200,000 credentialed verifiers rely on The Work Number® for rapid access to information critical to their decision process, and over 2,700 employers nationwide have entrusted The Work Number® to provide this important service on behalf of their employees.

The Work Number® is available to verifiers 24 hours a day, 7 days a week, which facilitates on-the-spot financing decisions even on weekends or during evening hours, and eliminates the need in many scenarios for employees to provide paystubs or other documentation. The verifier receives the information they need directly from The Work Number®, and you’re on your way to a faster credit decision.

To learn more, please review the information at <https://hrs.uni.edu/theworknumber>

## Applying for Medicaid or Other Public Assistance Programs?

If you’re applying for public assistance or a renewal of benefits and are asked to provide proof of your employment or income, direct your caseworker to [www.theworknumber.com/SocialServices](http://www.theworknumber.com/SocialServices) or 1-800-660-3399. Within minutes they’ll have the information they need, and you will no longer need to locate your pay stubs or submit a request to Human Resource Services for documentation.

The Work Number® is the simple and secure way to prove your employment and income. To learn more, visit <https://hrs.uni.edu/theworknumber>

## Need Help?

The Work Number Client Service Center is available Monday – Friday; 7 a.m. – 8 p.m. (CT) at 800-367-2884. For TTY—hearing impaired call 800-424-0253.

**All employment and income verification requests must use The Work Number®.**

The University of Northern Iowa will provide Federal, State, and local government agencies any employee information required by law.



Need Proof of Employment or Income?	
Give the authorized verifier the following information:	
1) The Work Number Access Methods	
• <a href="http://www.theworknumber.com">www.theworknumber.com</a>	
• 1-800-367-5690	
(1-800-424-0253 for TTY if hearing impaired)	
2) Employer Codes	
• UNI Faculty & Staff 17853	
• Graduate Assistant and Student Employee 18051	

The Work Number® is the simple and secure way to prove your employment and income. To learn more, visit <https://hrs.uni.edu/theworknumber>

### **Need Proof of Employment or Income?**

#### **If asked to provide a salary key:**

- 1) Visit [www.theworknumber.com/employees](http://www.theworknumber.com/employees) or call **1-800-367-2884** (1-800-424-0253 for TTY if hearing impaired)
- 2) Follow the instructions to create a salary key.
- 3) Provide the salary key to the person seeking your proof of income, and direct them to [www.theworknumber.com](http://www.theworknumber.com) to complete the verification process.