

Instructions

1. This form must be completed and submitted with supporting documentation if you wish to make corrections to the Employment Reported section of your Credit Report. Required fields are highlighted in **red**.
2. Please complete all required fields in the **'Personal Information'** section of the form and submit scans of the following documents to verify your identity: **one piece of government-issued ID** (confirming your name, date of birth, and/or address); **and one document** confirming the name and address on the ID (e.g., Utility, Hydro, Phone, Cable, Internet, or Financial Statements).
3. Complete the required fields and the fields that need to be updated in the **'New/Updated Employment Record'** sections of the form, and submit documentation to support the requested update. Acceptable supporting documentation may include:
 - If you are an employee:**
 - Letter of employment (dated less than 3 months)
 - Pay Stub (Dated less than 3 month)
 - Current T4 Slip / T4 Summary
 - If you are an owner or self-employed:**
 - Valid Business License
 - Article of Incorporation (Dated less than 1 year), please also provide 1 of the following documents:
 - Corporate Credit/Debit Card Statement (Dated less than 3 months)
 - Corporate Government Documents (Dated less than 3 months)
 - Corporate Utility Bill (Dated less than 3 months)
4. Scans of supporting documentation can be submitted by clicking on the links at the bottom of the page. We recommend that you **black out** any details that are not required to verify your identity or update your information.

Note: If you would like to add or change more than one employment record, a separate form will be required for each.

What would you like to update?

- Create a New Employment Record
 Update an Existing Employment Record

Personal Information

Equifax Unique Number										Date of Completion (YYYY-- MM-- DD)									
First Name										Middle Name									
Last Name																			
Suffix					Date of Birth (YYYY-- MM-- DD)					Social Insurance Number									
Current Address (Within the Last 3 Months)																			
Street Number					Street Address (including PO BOX, RR, General Delivery & Unit/Apt)														
City										Postal Code									
Province																			
Previous Address (Within the Last 3 Years)																			
Street Number					Street Address (including PO BOX, RR, General Delivery & Unit/Apt)														
City										Postal Code									
Province																			
Email Address																			

New/Updated Employment Record

Add New Employment Record																				
Employer																				
Occupation																				

Updated Former Employment Record																				
Former Employer																				
Updated Employer																				
Updated Occupation																				

Signature

Privacy Consent: By signing below, you consent to the collection, use and disclosure of your personal information as described in Equifax’s privacy policy, including using the above information and attached documents to confirm your identity and to update your credit report. Such updated information will be stored, safeguarded, used and/or disclosed in the normal course as part of your credit file. For more information about Equifax’s privacy practices, which may be updated from time to time, please see our Privacy Policy at <http://www.consumer.equifax.ca/privacy>.

Signature

Daytime Phone#

There is another credit bureau in Canada

TransUnion of Canada | 3115 Harvester Road, Suite 201 | Burlington, Ontario, L7N 3N8 | Tel: 1--800--663--9980 |Tel: 1--877--713--3393 (for Quebec)

REMINDER:

Before submitting your form, please ensure you have **attached all necessary documents** to verify your identity and to update your personal Credit File.

Equifax will not provide the personal information you supply to any non-affiliated third party.