

Client Training HQ

The Work Number[®] Letters Center for Employees

Based on your employer's set up, you may have access to one or more of the following letters:

- **Immigration Letter** - Provides proof of employment and income to the U.S. Citizenship and Immigration Services when traveling internationally.
- **Employment Letter** - Provides proof of employment for instances outside of verification requests from credentialed verifiers.
- **Employment & Income Letter** - Provides proof of employment and income for instances outside of verification requests from credentialed verifiers.
- **Public Service Loan Forgiveness Form (PSLF)** - For applicable employers - typically governmental or not-for-profit organizations - the option to complete a PSLF form may be available.*

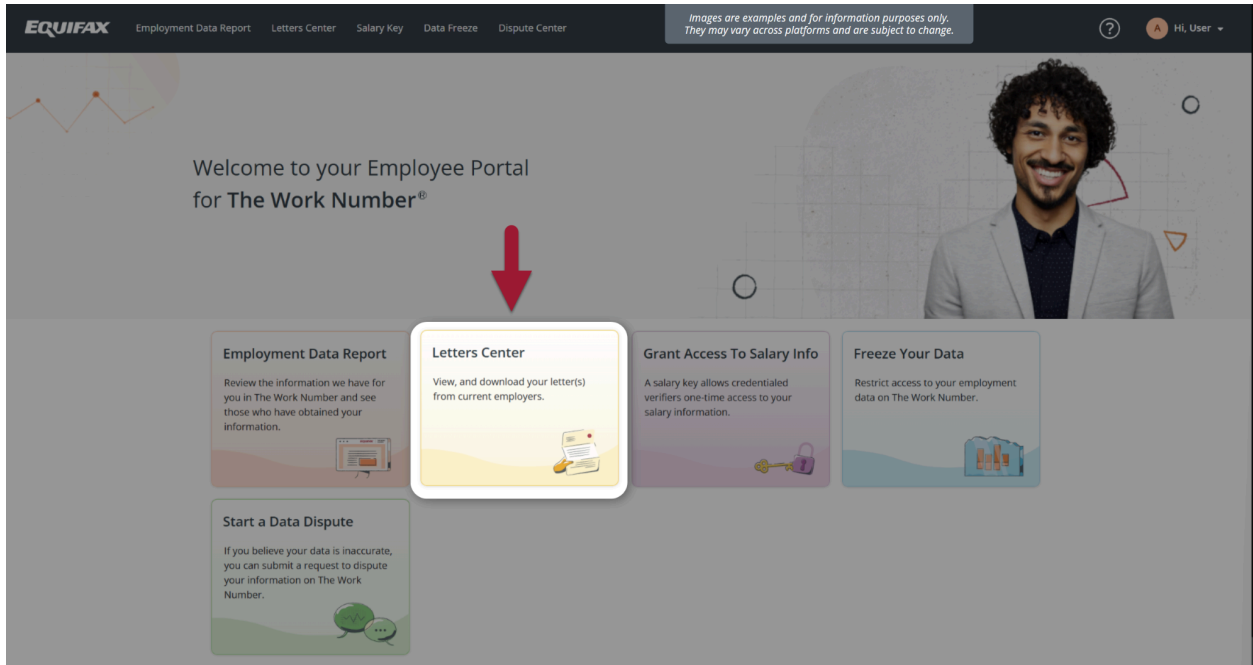
Employment and Employment & Income letters are not verifications. The letters that are available may vary by employer.

Note: These documents are not suitable for use by lending institutions, credit agencies, pre-employment firms, property managers, or other private industry or social service agency entities who are determining an individual's eligibility for any employment, credit, governmental benefit, or other purposes authorized under the Fair Credit Reporting Act (FCRA). These letters do not comply with the underwriting requirements of Fannie Mae or Freddie Mac, nor do they satisfy other standards typically required for private industry and Social Service Agency verifications. Please ask those vendors to visit www.theworknumber.com.

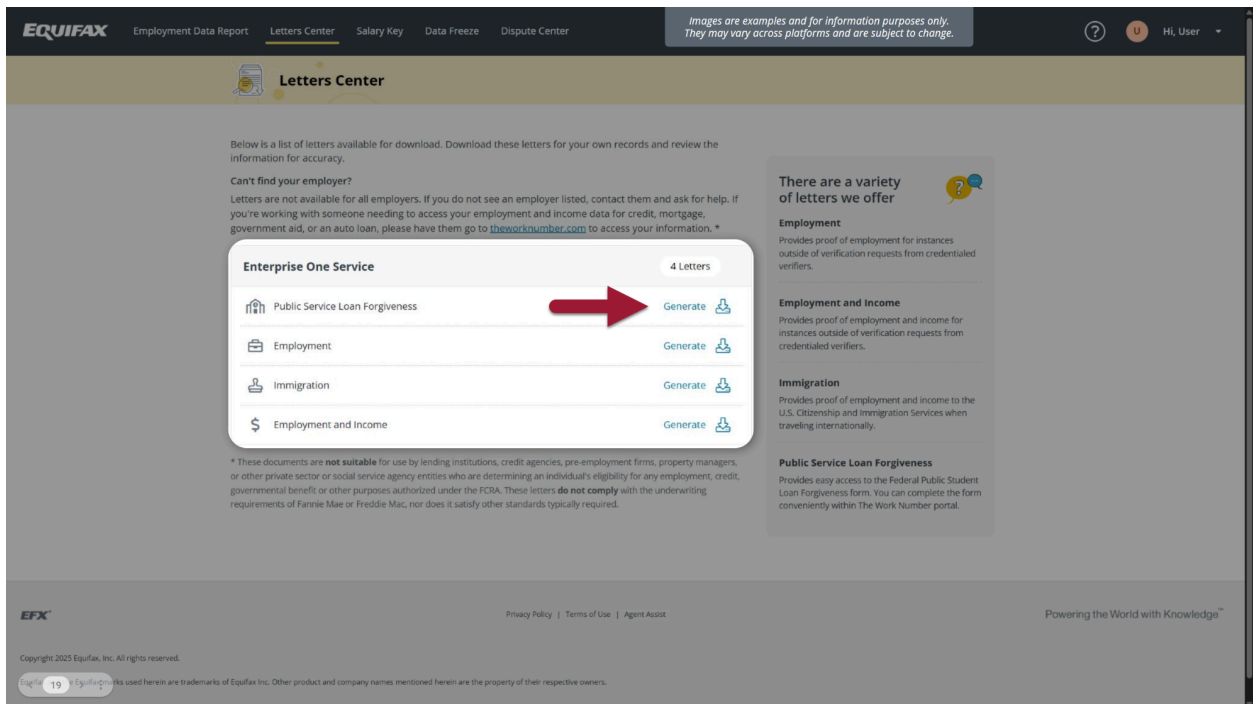
Accessing Letters

- Log into employees.theworknumber.com.
- Go to the **Letters Center** through the menu bar or by clicking on the Letters Center tile.

Images are examples and for information purposes only. They may vary across platforms and are subject to change.



- Click on the word **Generate** or on the arrow icon next to the type of letter you want to generate.



The letter will then be generated in a new tab for you to print or download.



More Training Available!

Check out additional training resources available on our site, [Connections](#).

* For employers that utilize the Public Service Loan Forgiveness feature, the system will walk you through a series of steps to complete the form and then download or print the form upon completion. Follow the prompts on the screen regarding this particular form.

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.