

Letters in webManager

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

- *Immigration Letter* - Can be used to show the U.S. Citizenship and Immigration Services or government embassies proof of employment and income for an employee
- *Employment Letter* - Shows an employee's current employment status and employment history to provide to a third-party outside of requests from credentialed verifiers. Employment Letters are not verifications.
- *Income and Employment Letter* - Shows an employee's current income and employment status to provide proof to a third-party outside of requests from credentialed verifiers. Income and Employment Letters are not verifications.

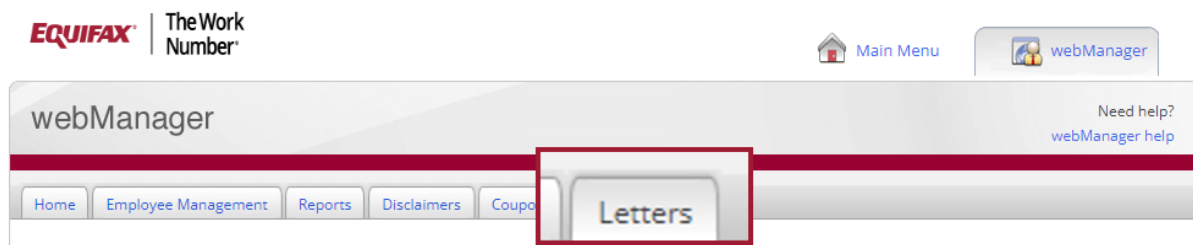
The letters that are available may vary by organization.

Please 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.

However, there are some instances outside of employment and income verification requests from credentialed verifiers where your employees may need to provide proof of employment and/or income to a third-party. Some examples may include overseas proof of employment requests, volunteer work, foreign investments, parental leave of absence, and adoption proceedings.

Letter Configuration

- Log on to www.theworknumber.com.
- Click **Login** and choose **Manage Your Workforce**.
- Choose **webManager Login**.
- Click on the **Letters** tab.



From the Letters tab, you will be able to view the format of each type of letter and also select a link to customize the employer disclaimer if you choose.


Employment Letters


This document is 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 FCRA. This letter does not comply with the underwriting requirements of Fannie Mae or Freddie Mac, nor does it satisfy other standards typically required for private industry and social service agency verifications.

If your Employer logo or Employer signature is not appearing or you want it changed, please email the logo image to WorkforceSolutionsSupport@equifax.com. The image must be a GIF & no larger than 10k in size.

Click on a letter type below to see an example format.

1  **Immigration**

 **Employment & Income**

 **Employment**

Customize the Employer Disclaimer  3

Below is the example format of your Immigration Letter. 2

[YOUR EMPLOYER LOGO]

2345 Main Street,
New York,
NY 63245, USA

IMMIGRATION LETTER
Information Current As Of: [Date]

December 7, 2020,

To Whom It May Concern,

Please see the details below provided by [Employer].

Name: [Employee Name]

Employment Status: [Employee Status]

Job Title: [Employee Job Title]

Original Hire Date: [Your Hire Date]

Most Recent Start Date: [Your Most Recent Hire Date]

Total Time with Employer: [Employee Total Time with Employer]

Rate of Pay: [Employee Rate of Pay] [Employee Pay Frequency]

[Your optional Employer Disclaimer goes here]

Sincerely,

[Your Employer Signature]

The Immigration Verification is only valid for use by the U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services, and Foreign Government Agencies and Embassies. The verification above is a summary of data provided to The Work Number by the employer stated above. If any of the listed information is missing, it is because the employer did not provide this information for inclusion in The Work Number. Information not provided by the employer is shown as "Data Not Provided."

This document is 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 FCRA. This letter does not comply with the underwriting requirements of Fannie Mae or Freddie Mac, nor does it satisfy other standards typically required for private industry and social service agency verifications. You may obtain an official verification from The Work Number by visiting theworknumber.com

For questions, Call: 1-800-996-7566
(Hearing impaired clients may call 1-800-424-0253 / TTY) Website: www.theworknumber.com

1. Click on the letter type to see an example format.
2. The example format will show how the data will be laid out for that type of letter.
3. If you would like to add an additional message to the letter, click on **Customize the Employer Disclaimer** link to go to the Disclaimer tab and add or modify the disclaimer. Please see that screen below. Enter or modify your disclaimer on that screen and click Save. If your company uses more than one type of letter, the disclaimer will apply to all three letter types.

webManager Need help?
[webManager help](#)

Home Employee Management Reports Disclaimers Coupon Codes Letters

Verification Disclaimer Employee Disclaimer

Any changes made to the immigration disclaimer will also be applied to any other letters that are enabled.

Verification Type:

Disclaimer Title:

* Verification Disclaimer:

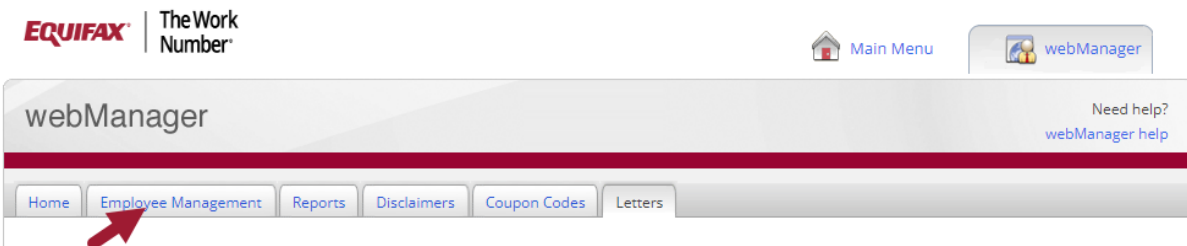
B I U

This is the additional message that will print on this letter.

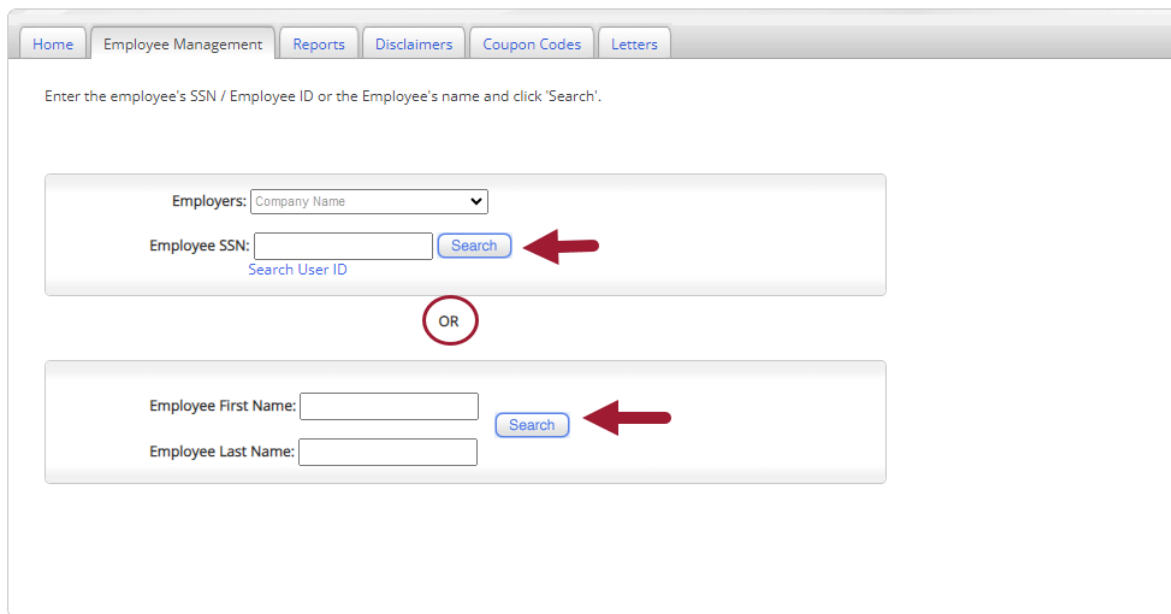
Generating Letters for Employees

Employees are able to generate their own letters through the Letters Center in the employee portal, but employers also have the ability to generate letters if needed.

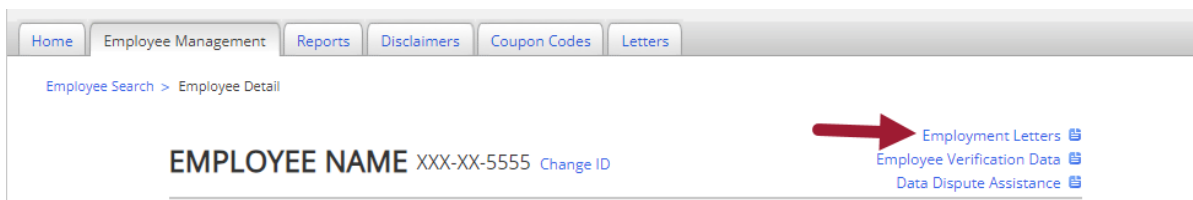
To generate a letter for an employee, click on the **Employee Management** tab.



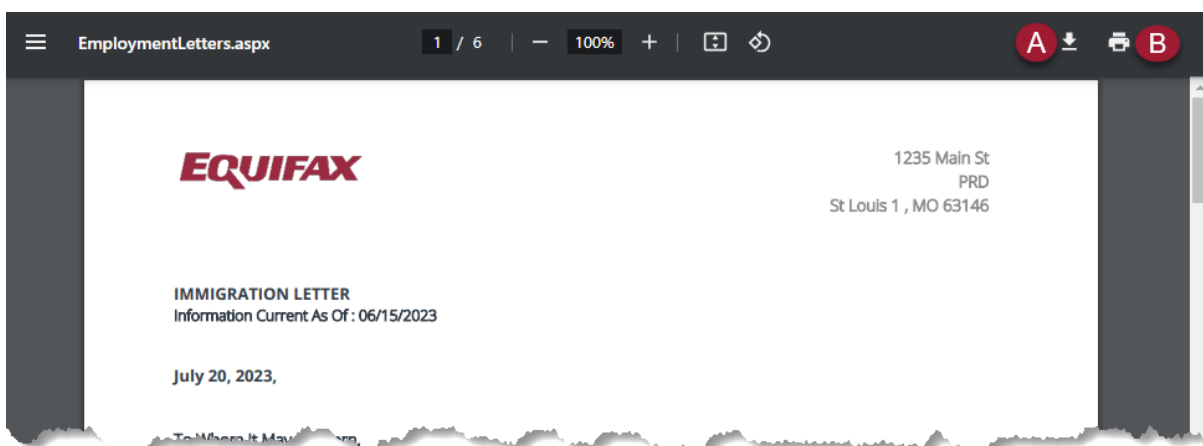
Search for the employee by **SSN** or by **Name**. Click **Search**.



From the Employee Management screen, click on the **Employment Letters** link in the upper right hand corner of the screen.



This will generate the letter(s) so that you can download or print them.



- A. Click the download icon to **download** and save this letter as a PDF.
- B. Click the print icon to **print** the letter.