

**CUIFAX**°

Workforce Solutions

## **Letters Center for Employers**

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 & Income Letter* Shows an employee's current income and employment status to provide proof to a third-party outside of requests from credentialed verifiers
- *Remote Work Letter* Employers can generate this letter to provide to eligible employees who need to provide proof of remote work status
- *Public Service Loan Forgiveness Form* Employees can show Public Service Loan Forgiveness (PSLF) eligibility with this form

Employment and Employment & Income 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.

My Dashboard
 My Tasks
 Data Disputes
 Disclaimers
 File Management
 Ietters Center
 Promo Codes
 Reports

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ଜ	Letters Center		圓 Company Name
	Below are the letters available for your organization. You can make updates or review these templates. Publish	ed letters will be available to download by your employees.	
© ©	Income & Employment     Shows an employee's current income and employment status to provide proof to a therd parry outside of requests from credentaled verifies.	Shows an employment status and employment history to provide proof to a third party outside of requests from credentialed verifies.	Immigration Can be used to show the U.S. Citizenship and immigration Services or government embassies proof of employment and income for an employee.
	Public Service Loan Forgiveness Employees can show Public Service Loan Forgiveness (PSLF) eligibility with this form.	Remote Work Letter     P	



To configure the options for a letter, click on the **pencil icon** next to that letter. Configuring options include viewing your logo, viewing or adding a disclaimer, and adding a signature.

To preview a letter, click on the **eye icon** next to that letter.

When the **pencil** is clicked, the configuration screen will appear:

ជ	© Letters Center			🞚 Company Name
1 	Type of Letter Below is an example of this letter. You can customize the content of this letter in the configur	ations panel.		Discard Publish Changes
D'	Draft Preview ✓ Live Version		6 Configuration	
4	NOTE: The information shown in brackets - for example: [Employee Name], [XXXXXXXX, and show real values on the letter based on the data available.	[Employer Name] - are placeholder items and will	Employer Logo	~
0			Employer Disclaimer	~
\$	FOULFAX	[Employer Address]	Signature	~
~77				
	Type of Letter Information current as of: [XX/XX/XXXXXX]			

Click on the caret next to **Employer Logo** to see the logo that is currently loaded for your organization. This can be modified through the Organization Settings.

Employer Logo	
EQUIFAX PeopleHQ*	
Employer Disclaimer	~
Signature	~

Click on the caret next to the **Employer Disclaimer** to see any additional messages that are set up for that letter.

Employer Logo	~
Employer Disclaimer	> ^
(i) The Disclaimer below appears on all your letters. Updating the also reflect on all your other letters.	Disclaimer here will
Last Updated: 05/02/2023 Disclaimer Message:	34/1500
Message to include on this letter.	
	Delete Disclaimer
Signature	~

Click on the caret next to **Signature** to view, add, or modify the signature that will appear on that letter. Click on the **pencil icon** to edit the signature.

Employer Logo	$\sim$
Employer Disclaimer	~
Signature	^
$\square \square$	

When you have completed your changes, either click on **Discard** or **Publish Changes**. Discard will not save the changes. Publish Changes will save your changes and those changes will then take effect. Your signature will be used on all enabled letters.

ŵ	<sup>©</sup> Letters Center				🖽 Company Name
1	Type of Letter Below is an example of this letter. You can customize the content of this letter in the configurati	ons panel.			Discard Publish Changes
2	Draft Preview ✓ Live Version			(6) Configuration	
8	NOTE: The information shown in brackets - for example: [Employee Name], [XXXXXXXX], and [En show real values on the letter based on the data available.	mployer Name] - are placeholder items and	d will	Employer Logo	~
				Employer Disclaimer	~
3	FOLIJEAN	[Employer Address]		Signature	~
~ <sup>n</sup>	Lyona				
	Type of Letter Information current as of: [D000000000]				

## 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. The only type of letter that an employee is not able to generate for themselves is the Remote Work Letter. This can only be generated by the employer. Employers should provide a remote work letter, as appropriate, when requested directly by an employee.

To generate a letter for an employee, search for the employee through the Search window from the Home screen.



Once in the **Employee Profile** screen, click on **The Work Number tab** and scroll down to the **Letters** section.

ଜ	Employee Profile						E	Compan	iy Name
Ø		Profile	The Work Number®						
2	FN								
۲	2	The Work Nu	nber®						
3	Employee Name	Statuses							
0	Employment Status ①	Employee Rec Block all verifie specific employ	rd Status 's from accessing the employee's record er blocks them.	s that come from the data supp	lied by this employer. Records from other employer	s will still be available for this individual u	nless the	Yes	D
<u>[~8</u>	© 123 MAIN ST. City State Zp								
		Salary Keys ① You may only have 3 active salary keys available for an employee, and they are only active for 90 days.					Add Salary	Кеу	
		Salary Key	Date Created		Expiration Date	Status	Actions		
		222222	10/01/21		10/01/21	⊖ USED		ß	

Click on the **PDF icon** for the type of letter you would like to generate for this particular employee. The letter will open in a separate tab to download or print.

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Income and Employment	ß
Employment	Å
Immigration	ß
Public Service Loan Forgiveness	ß
Remote Work Letter	Å

**NOTE:** When you click on the PDF icon next to Public Service Loan Forgiveness, the system will walk you through a series of steps to complete and generate the form.

Additionally, Public Service Loan Forgiveness Forms require additional configuration. Please refer to the <u>Public Service Forgiveness Form Video</u> for details.