

Client Training HQ

Message to the Verifier

We have received your request for a verification of employment and/or income on a **Company USA** employee.

Please note that our organization has selected The Work Number® service from Equifax® to help provide automated income and employment verifications. Please visit www.theworknumber.com, email twinfo@equifax.com or call The Work Number Client Service Center at 800.367.5690.

How to Use The Work Number

New to The Work Number?

In order to verify income and employment go to www.theworknumber.com to view our many different verification services and get started now.

Click on **Get Started** and choose one of the following:

- Employment and Income Verifications – Verify someone's employment, income or work history
- Social Service Verifications - Determine someone's eligibility for government assistance

Already have access to The Work Number?

- Visit www.theworknumber.com and login to your account

Voicemail Script to the Verifier

TO HR CONTACT: We suggest setting up a pre-recorded outgoing message stating the following instructions:

Suggested Recorded Message:

Thank you for calling **Company USA**. We utilize The Work Number from Equifax to help complete requests for verification of employment and income for our employees. Please visit www.theworknumber.com, email twinfo@equifax.com, or call 800.367.5690.

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.