

# Message to Verifiers

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

Please note that our organization has selected The Work Number® service from Equifax to help provide automated income and employment verifications.

Please follow the instructions below to help complete the verification:

## How to Use The Work Number

**For Commercial Verifications** (mortgage lenders, pre-employment, property leasing, credit cards, etc.)

- Please visit [www.theworknumber.com](http://www.theworknumber.com) and select “I’m a Verifier”
- Provide the following:
  1. Employer Name or Code: City of Memphis
  2. Employer Code is 18286
  3. Employee’s Social Security Number

**For Social Services Verifications\*** (including Medicaid, SSI/SSDI, SNAP, TANF, Child Support, Public Housing, etc.)

\*Available to qualifying assistance agencies only

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## Additional Information

The Work Number service from Equifax is a leading resource for income and employment verification services nationwide. It helps provide verifiers a quick, automated service for verification of employment, income and identity, based on payroll records contributed directly from thousands of employers.

Prior to using The Work Number, all verifier organizations must successfully pass a credentialing process, which helps validate legitimacy and permissible purpose, in compliance with the Fair Credit Reporting Act (FCRA). Over 200,000 credentialed verifiers rely on The Work Number to help deliver reliable information that helps eliminate reliance on applicant-provided data. The Work Number helps increase regulatory and internal compliance, while adding to operational consistency and efficiency.

In addition to permissible purpose, The Work Number also requires that verifiers have documented consent of the employee-consumer to access income information. Consent is generally established via a signed acknowledgement at the point of application for a loan or other service. The Work Number fulfillment process is purpose-built for helping complete verifications and delivering critical decisioning data with speed and efficiency.

To learn more about The Work Number from Equifax, please visit [www.theworknumber.com](http://www.theworknumber.com)