Boston University now uses The Work Number® to provide automated employment and income verifications for student employees. The Work Number provides immediate access to information that is convenient, accurate and secure: 24 hours a day, 7 days a week. Please follow the instructions below:

Verification Type	Access Options	Information Required
Commercial *mortgage loan, auto finance, credit card, job offer, apartment lease, etc.*	**www.theworknumber.com** 1-800-367-5690	**Employer Name or Code** *Boston University's Code for student employees is* **17310.**

The Work Number is a fast and secure way to provide proof of your employment or income.

1. When you apply for credit or other services where proof of employment or income is required, you provide consent to the credit grantor to verify that information when signing the application. In some instances the verifier requires a Salary Key prior to verifying your income. This is a unique six-digit number that allows a one-time only access to your income data and can be created at www.theworknumber.com/employees (a service that is available 24 hours/7 days/week) or by calling the Client Service Center at 800.367.2884, Monday – Friday, 8 a.m. to 9 p.m. (EST).

2. The verifier—who has been carefully screened and credentialed before gaining access to the system—uses the Boston University employer code **17310** for student employees and your Social Security Number to look up your record on The Work Number database.

3. The verifier must provide a valid reason or permissible purpose for requesting the information, as defined by the Fair Credit Reporting Act (FCRA).

4. With the above conditions met, the verifier can validate your employment or income in seconds.

Frequently Asked Questions

What is The Work Number?

The Work Number®, a service of Equifax Workforce Solutions, automates the employment and income verification process. It allows Boston University student employees—both current and former student employees—to have their employment and income verified instantly online. This fast, secure service is used when applying for a loan, buying a car, leasing an apartment, qualifying for a public assistance benefit or similar instances where proof of employment or income is required. It's simple to use and provided at no cost to you.

What information is provided?

Data available to verifiers includes:

- Employee name
- Student Employment (Hire) Date
- Student Employment Last Pay Date
- Gross earnings for current year-to-date,
- Gross earnings for last year and two years past.

1. When you appliy for credit or other services where proof of employment or income are required, you provide consent to the credit grantor to verify that information. This is normally in the form of a signed acknowlegment during the application process.

2. The credit grantor—who has been carefully screened by Equifax and previously credentialed to use the system—logs in, provides a valid reason or permissible purpose (as defined by the Fair Credit Reporting Act) for requesting your information, and instantly retrieves the data.

3. In some instances, the verifer must obtain a Salary Key prior to verifying your income. A Salary Key is a unique six-digit number that allows one-time access to your income data. You create the Salary Key at **www.theworknumber.com/employees** and provide it to your verifier.

In most instances, your consent to have income verified is attained by the verifier during the application process. However, an additional consent mechanism available through The Work Number is the Salary Key.

To generate a Salary Key, you go to **www.theworknumber.com/employees** (this service is available 24 hours/day, 7 days/week; or calls **800.367.2884** (Monday-Friday, 8:00am – 9:00pm (EST). You will be prompted to enter the Boston University employer code **17310** for student employees, and your User ID and PIN. Once logged in you will select the option to create a Salary Key and the system will generate a 6-digit random number. The Salary Key is displayed or voiced to you. It is a single-use code, and you must create a new Salary Key for each income verification you need. You may have up to three codes active at one time.

How do you get the User ID and PIN required to obtain a Salary Key?

If logging into the system for the first time, you will use a default User ID and PIN combination. For Boston University student employees, the default User ID & PIN scheme is:

> **ID:**   Social Security Number (9 digits, no dashes)
> **PIN:**   Birthdate with 4-digit year (MMDDYYYY) (8 digits, no dashes)

Once an account is established, the employee can change or personalize their login information.

More Questions?

The Work Number Client Service Center is available Monday – Friday; 8am – 9pm (EST) at **800.367.2884**.
For TTY–hearing impaired call 800.424.0253

Visit: www.theworknumber.com/employees

- On-line service is available 24 hours every day, 7 days a week.
- Learn more about how The Work Number maintains your data privacy
- Understand how the Fair Credit Reporting Act (FCRA) helps protect you
- Obtain your Employee Data Report

Commercial Verifiers: To obtain proof of employment or income, call The Work Number client service center at 1.800.367.5690 or visit www.theworknumber.com.