EQUIFAX® | THE WORK NUMBER

Employment Data Report Request

An Employment Data Report (EDR) includes all employment data sent to The Work Number® service by participating employers. The EDR provides current and historical employment and income information in The Work Number as well as a listing of verifiers who have requested your data in the past 24 months and information on how to dispute any inaccurate data. An important document titled "A Summary of Your Rights Under the Federal Credit Reporting Act" is also included.

You can receive instant access to your EDR by going to TheWorkNumber.com and clicking on the View My Data option under Login. You also may receive a copy of your EDR by mail by filling out and returning the form below with the required proof documentation by mail or email.

If using email, be sure to only send the completed form via our Secure Email channel, Virtru. If you have not received a secure email, send an email to EDR@equifax.com requesting a secure email to return the form and proof documentation. Please note this option will take longer to process. Use the online option for instant access.

Proof of Identity – provide one *(must include current/legal name):*
- Driver's License (Must Be Valid)
- State or Government Identification Card (Must Be Valid)
- Passport (U.S. Only & Must Be Valid)
- W-2 or 1099 Form (Current Year)
- Paystubs - Must be dated within the last 60 days
- Birth Certificate

Proof of Address- provide one *(must include current mailing address)*
- Utility Bill (phone, water, gas, electric, trash or sewer, etc.)
- Paystub
- Housing Rental Agreement or Mortgage document - Must be current and in your name
- W-2 or 1099 Form
- Driver's License

Your Social Security Number (SSN), Name and Address are required when requesting an EDR report. * **Indicates a mandatory field.**

1

*Your Social Security Number: ☐☐☐-☐☐-☐☐☐☐

*Name: _____
First Last Suffix

*Mailing Address (residence): _____

*City, State, Zip code: _____

*Phone Number: (_____) _____ Email Address: _____

If you have been, or are currently employed by either of the following employers, please enter the alternate ID assigned by your employer that is used in place of your SSN. Employment information from these employers will not be included in the Employment Data Report without valid alternate ID's.

2

(10716) TX Dept of Criminal Justice Human Resources HQ Employee Svs: ☐☐☐☐☐☐☐☐☐☐☐

(10396) State of California: ☐☐☐☐☐☐☐☐☐☐☐

(14817) Oregon State University ☐☐☐☐☐☐☐☐☐☐☐

Your Social Security Number will be displayed on your Employment Data Report unless you indicate otherwise below.

3

☐ Check here if, for privacy reasons, you want no more than the last four digits of your Social Security Number to appear on your Employment Data Report.

Please read and sign the following statement. Your signature acknowledges your agreement.

4

By submitting this form, I state that all of the information contained is true to the best of my knowledge.

Signature: _____ Date: _____

5

After completing this form, please return it by mail or email. Remember to include your proof of identity and proof of address documents from the lists above. Please enlarge photocopies of any items that contain small print (e.g. driver's license, W2 form, etc.). Your request will be processed within 15 days of receipt and then mailed to you.

Equifax Workforce Solutions

ATTN: EDR
3470 Rider Trail South Earth City, MO 63045
Email: EDR@equifax.com

Questions: Contact The Work Number Employee Service Center: 1-866-222-5880; TTY-hearing impaired: 1-800-424-0253 Mon–Fri; 9:00 a.m. – 8:00 p.m. ET

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