

What Is The Work Number Database?

The Work Number® database is a simple, secure and discreet way to help get proof of your employment and income information to companies when needed. It's always on and available 24/7 so that you can get the approvals you need when you need them.

Without The Work Number service, a lender, property manager or pre-employment screener could call your employer and ask to check on your employment or income. You have no control over when they call. Also, many verifications happen after business hours or on weekends.

Who can ask for a verification?

Not just anyone can ask for your personal information. They have to be credentialed. The Work Number service accepts requests only from credentialed verifiers, meaning they have to go through a credentialing process to prove they have a "permissible purpose" (i.e., a legally established legitimate business reason) in order to make a request.

In addition, you have to give permission for a verifier to get your income information from The Work Number database. This is called Consumer Consent, and it's usually part of an application you complete, for a job, for a lease, or for credit.

How do I know my information is correct?

The Work Number database complies with the Fair Credit Reporting Act (FCRA), which requires that employees be able to see everyone who has requested their information and that you can check your data and dispute anything that may be wrong. You can access your Employment Data Report by visiting www.theworknumber.com, click on "Solutions" then "Employment Data Report" to learn more.

How do you help protect my data?

The Work Number service uses stringent security standards to help protect its data. These protocols include advanced data encryption, physical security controls in the data centers, and user identity verification through multiple steps (often referred to as multi-factor authentication). There are also controls in place, by law (the Fair Credit Reporting Act), to help protect your privacy.

Who needs to verify your employment and/or income? Typically, among other things, verifications are needed whenever someone:

- applies for a loan or public aid
- leases an apartment
- applies for a job
- updates their immigration status
- applies for a new credit card

What is the Employer Code?

This code identifies our organization with The Work Number. It can be searched by typing in Princeton University as the employer, or you can use the employer code **14343** to access The Work Number.