

**Buying a home or a car?**

**Applying for a loan?**

**Leasing an apartment?**



**You'll need proof of employment...**

The Work Number<sup>®</sup> is an automated service that protects your personal information during the verification process. This secure service is used when you apply for a mortgage or loan, a job, lease an apartment or any other instance where proof of employment or income is needed.

**How it works...**

**Need proof of employment?**

Give the person needing proof of your employment the following information:

- Your Social Security Number
- Harvard University Employer Code: 14392

The Work Number access options for verifiers: [www.theworknumber.com](http://www.theworknumber.com) or 1-800-367-5690

**Need to view your personal data?**

As an associate, you can access your employment data report via The Work Number to view your personal data provided to TALX and to see who has accessed your information:

- The Work Number access options for employees: [www.theworknumber.com](http://www.theworknumber.com) or 1-800-367-2884
- Select "I'm an Employee"
- Select "Enter Site"
- Enter the Employer Code (14392) and select "Log In"
- Select "I want to get my Employment Data Report"
- Enter your User ID (your SSN) and select "Continue"
- Enter your PIN (the last 4 digits of your SSN followed by your 4 digit birth year) and select "Log in"
- Select "Employment Data Report"

## **Need proof of income?**

Harvard does not currently provide income verification through The Work Number. Income verifications are completed by Harvard Payroll.

- Verifiers should fax your income verification request to Harvard Payroll at 617-496-3196.
- Income verification requests must include a release from the employee.

For any questions related to income verification, contact Harvard Payroll at 617-495-8500 and choose option 4.