

Letters Center for Employees

Based on your employer's set up, you may have access to one or more of the following letters:

- *Immigration Letter* - Provides proof of employment and income to the U.S. Citizenship and Immigration Services when traveling internationally
- *Employment Letter* - Provides proof of employment for instances outside of verification requests from credentialed verifiers
- *Employment & Income Letter* - Provides proof of employment and income for instances outside of verification requests from credentialed verifiers
- *Public Service Loan Forgiveness Form (PSLF)* - For applicable employers - typically governmental or not-for-profit organizations - the option to complete a PSLF form may be available.*

Employment and Employment & Income letters are not verifications. The letters that are available may vary by employer.

Please note: These documents are not suitable for use by lending institutions, credit agencies, pre-employment firms, property managers, or other private industry or social service agency entities who are determining an individual's eligibility for any employment, credit, governmental benefit, or other purposes authorized under the Fair Credit Reporting Act (FCRA). These letters do not comply with the underwriting requirements of Fannie Mae or Freddie Mac, nor do they satisfy other standards typically required for private industry and social service agency verifications. Please ask those vendors to visit www.theworknumber.com.

Accessing Letters

- Log into employees.theworknumber.com.
- Go to the **Letters Center** through the menu bar or by clicking on the Letters Center tile.

The screenshot shows the Equifax Workforce Solutions Employee Portal. The top navigation bar includes 'Employment Data Report', 'Letters Center', 'Salary Key', 'Data Freeze', and 'Dispute Center'. The 'Letters Center' link is highlighted with a red box and a red arrow. Below the navigation bar, the main content area features a welcome message and several tiles: 'Employment Data Report', 'Letters Center' (highlighted with a red box and a red arrow), 'Grant Access To Salary Info', 'Freeze Your Data', and 'Start a Data Dispute'.

Click on the **PDF icon** next to the type of letter you wish to generate.

Letters Center

If you have letters for any active employer, you'll find them below. You may download these letters for your own records and review the information for accuracy.

Company Name	4 Letters
Employment	
Employment & Income	
Immigration	
Public Service Loan Forgiveness	

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There are a variety of letters we offer

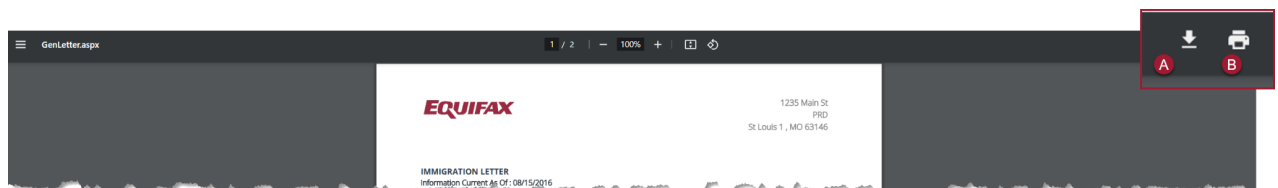
Employment
Provides proof of employment for instances outside of verification requests from credentialed verifiers.

Employment & Income
Provides proof of employment and income for instances outside of verification requests from credentialed verifiers.

Immigration
Provides proof of employment and income to the U.S. Citizenship and Immigration Services when traveling internationally.

Public Service Loan Forgiveness
Provides easy access to the Federal Public Service Loan Forgiveness form. You can complete the form conveniently within The Work Number portal.

The letter will then be generated in a new tab for you to print or download.



- Click the **download icon** to download and save this letter as a PDF.
- Click the **print icon** to print the letter.

* For employers that utilize the Public Service Loan Forgiveness feature, the system will walk you through a series of steps to complete the form and then download or print the form upon completion. Follow the prompts on the screen regarding this particular form.

Keep Life Moving...

Buying a home?

Moving into an apartment?

Purchasing or leasing a car?

Verifying past employment?

You'll need proof of your employment or income fast !

Visit **www.theworknumber.com** available 24/7

or call **1-800-367-2884** available 8 am to 7 pm, daily



You'll need:

- Your Employer Code:

- Johns Hopkins University 11472
- Johns Hopkins Health System 12301
- Johns Hopkins Hospital 12301
- Johns Hopkins Bayview Medical Center 12301
- Johns Hopkins Home Care Group 12301
- Johns Hopkins Home Health Services 12301
- Johns Hopkins Pediatrics at Home 12301
- Johns Hopkins Pharomequip 12301
- Johns Hopkins Emergency Medical Services 12301
- Johns Hopkins Suburban Hospital 12301
- Johns Hopkins Suburban Outpatient Surgical Center 12301
- Johns Hopkins Suburban Physicians Asst Assoc 12301
- Johns Hopkins Howard County General Hospital 12301
- Johns Hopkins TCAS 12301
- Johns Hopkins All Children's Hospital 12301

- Your SSN

- Your PIN

(Middle 2 of SSN and birth date MMDDYY the 1st time)

