



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 complete historical employment and income information 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. To receive a copy of your EDR by mail, simply complete and return this form along with a photocopy of the following:

Proof of Identity – provide one (must include current/legal name):

Driver's License
State or Government Identification Card
Social Security Identification Card
Military Identification Card
Passport
W-2 or 1099 Form

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 in your name
W-2 or 1099 Form

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

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*Your Social Security Number:

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*Name:

First

Last

Suffix

*Street Address (residence):

*City, State, Zip code:

Phone Number:

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E-mail 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.

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

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(10396) State of California:

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(14817) Oregon State University

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

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☐ 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.

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

Signature:

Date:

After completing this form, please return it by mail, email or fax. 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.

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Equifax Workforce Solutions
ATTN: EDR
3470 Rider Trail South
Earth City, MO 63045
Fax: (877) 879-8182
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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