



Employment Verification Request Form

Option 1: Please provide us with your Employment Data Report.

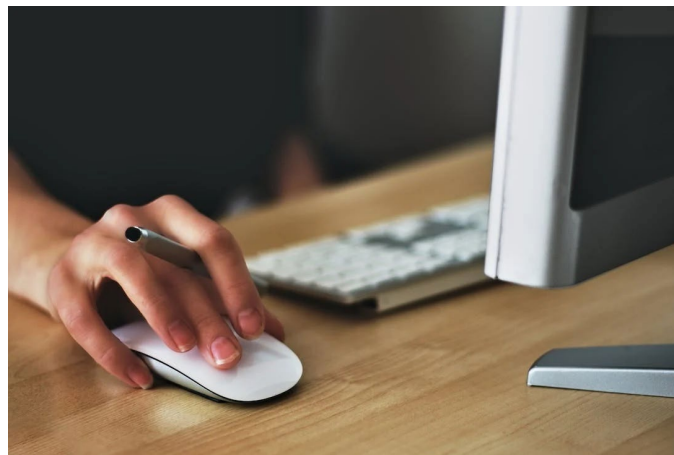
To log in to your Work Number account online, you will need your company name or employer code found [HERE](#). If your employer is not listed, please move on to the next verification options listed.

Step 1 • Identify Your Employer

After clicking Sign Up, select “Not A Robot” before continuing. Enter the employer code associated with your employer or search for your employer by name.

Step 2 • Log In and Confirm Your Identity

First-time users select the “Register Now” option. You will be required to provide additional data for authentication, and you will need to complete a one-time passcode challenge. After authenticating, you will create a personal User ID and Password.



If you are not initially presented with the Register Now option or need login assistance, call our Client Service Center at 800-996-7566.

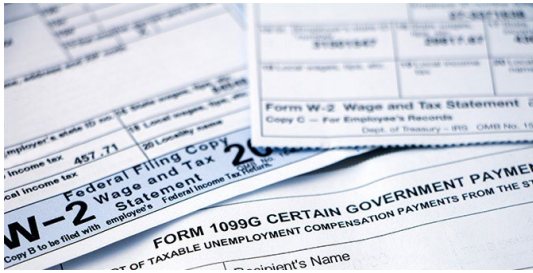
Returning users enter the personal user ID and password you had previously created. If you’ve forgotten your User ID or password, select “Forgot User ID” or “Forgot Password” to re-authenticate and complete a one-time passcode challenge.

Please remember your personal user ID and personal password, as stringent security standards are in place to help protect your data.

Once you have retrieved your employment data report from Equifax, please sign in to the **Employers Choice Screening Applicant Portal** found [HERE](#) to upload your document. You may also email your report to verifications@employerschoicesscreening.com for processing.

If you require any assistance, please contact our customer support team at (562) 319-0413 or email us at support@employerschoicesscreening.com

Option 2: Please provide us with your IRS Wage and Income Transcript



The easiest way to locate your personal employment history is to request a copy of your Wage and Income Transcript from the IRS at no charge. This information comes from your W-2, 1099, 1098, and Form 5498, IRA Contribution Information. This process will take approximately 10 minutes to complete.

How to Request an IRS Transcript Online

To request any of the available IRS transcripts, you'll need to register online [HERE](#). You'll follow this same procedure to request any available types of transcripts.

- ✓ You must provide the following to register: your Social Security Number (SSN), your birthdate, your filing status, and the mailing address of your latest tax return.
- ✓ You need an active email address that you have direct access.
- ✓ You will provide your personal account number from a mortgage, credit card, home equity loan or line of credit, or car loan to help identify you.
- ✓ You'll also need to provide a cellphone number listed in your name as the account holder.

Verify Your Identity with ID.me

Enter a mobile phone number; you will receive a text with a link to take photos of your identity document to upload to their system.

Select "Other" as the reason you need a transcript and select "Go"

What You Will Receive

Once you've registered and provided all the necessary information to the IRS, you may download your **Wage & Income Transcript** by year, which shows data from information returns, such as W-2s, 1098s, and 1099s reported to the IRS.

Once you have retrieved your **Wage & Income Transcript** for each year related to each employer listed on your background check application or as requested by Employers Choice Screening, please sign in to the **Employers Choice Screening Applicant Portal** found [HERE](#) to upload your document. Please include the name of the employer you were employed with on each annual wage report you submit.

You may also email your report to verifications@employerschoicescreening.com for processing.

If you require any assistance, please contact our customer support team at (562) 319-0413 or email us at support@employerschoicescreening.com

Option 3: Request a copy of Social Security Earnings



Another way to prove your employment history is to request a copy of your earnings from the Social Security Administration. There are two options for this request. Select the free (non-certified) option.

You must sign in to your SSA account [HERE](#) to request your documents.

If you don't have an account, you can quickly create one online using ID.me. You'll need to provide your social security number, address, email and, select three security

questions and provide your telephone number so a security code can be sent to your phone each time you sign on.

Once you have accessed your account, click the “**Review your full earning record**” link to view your work earnings by the year.

Once you have retrieved your **Earning Record** for each year related to each employer listed on your background check application or as requested by Employers Choice Screening, please sign in to the **Employers Choice Screening Applicant Portal** found [HERE](#) to upload your document. You may also email your report to verifications@employerschoicesscreening.com for processing.

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Option 4: Paystubs Reflect Earnings and Dates

You can use your weekly, bi-weekly, or monthly paystubs to trace your employment history. If you have direct deposit, you should have online paystubs that you can go through to verify your work dates. If you don't have access to either of these, then you can contact your employer's human resources department to request a copy or copies.

Once you have gathered any available paystubs related to each employer listed on your background check application or as requested by Employers Choice Screening, please sign in to the **Employers Choice Screening Applicant Portal** found [HERE](#) to upload your document. You may also email your report to verifications@employerschoicescreening.com for processing.

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Option 5: Previous Employer Human Resources Department

You can contact your previous employer(s) to request an official verification of your employment dates in writing. Keep in mind, depending on the state, the Human Resources department may not be required to provide this information to past employees.

If you are provided an official verification of employment dates that include the person's full name and title on a company letterhead, please sign in to the **Employers Choice Screening Applicant Portal** found [HERE](#) to upload your document. You may also email your report to verifications@employerschoicescreening.com for processing.

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Option 6: No Supporting Documentation available

If you cannot provide supporting documents to verify your employment history using the verification options listed, please notify our team at verifications@employerschoicescreening.com to update your file accordingly. Please include your full name, file number, and the employer you have applied to avoid delays in processing your request.

If no response is received within five business days of being requested, your file will be closed in our system as "non-responsive."