

Keep Life *Moving Forward*

UMass Chan Medical School has partnered with The Work Number, the nation's leading employment verification service, to securely and instantly provide the verifications you need to keep your life moving forward.

You'll need proof of your employment or income if you are:

- Buying a home or moving into an apartment.
- Purchasing or leasing a car.
- Verifying past employment.

You'll need to access the pre-populated forms and letters from The Work Number if you are:

- Retrieving forms for Public Service Loan Forgiveness (PSLF), or for an Immigration Support Letter.

For proof of employment or income, provide YOUR CREDITOR (i.e. bank):

- UMass Chan is part of The Work Number.
- Access options for creditors:
 - www.theworknumber.com
 - 1-800-367-2884
 - UMass Chan Employer Code: 18128
- Your Social Security number (SSN)

To retrieve an Immigration Support Letter or a signed PSLF form, you must:

- [Click here to access The Work Number "Manage Your Employment Data"](#) webpage
- Select Login
- Input UMass Chan Employer Code: 18128
- Your User ID (your SSN-9 digits, no dashes, no spaces)
- Your PIN*
- Select the Letters Center menu option from Employee menu
- Click on the PDF icon next to Immigration or Public Service Loan Forgiveness
- You'll see the Commonwealth of Mass./UMass (04-6002284) EIN (Employer Identification Number) listed
- Follow the verification prompts to download and print the letter or forms**

** If first time setting up PIN, use the last four digits of your SSN followed by your birth year. You will need to change your PIN at that time. ** Only one authorized representative signature may appear on the form. It will be the HR Benefits contact job title and signature on the form. If you attempt to change any information on the PSLF form, the employer signature will be removed, and you will need to get a manual signature.*

To learn more, visit:

www.theworknumber.com/employees

Or call:

1-800-367-2884