

## **Employment/Income Verification**

Basic Employment and Income verification may be obtained through the verification process via The Work Number services.

### **Basic Employment Verifications**

The following information is provided to verifiers:

- Last name, first name and middle initial
- Employment status
- Most recent start or termination date
- Total time with BNSF
- Job title
- Reference number

The lender/verifier should use this service for **Basic Employment Verifications**, as follows:

- Accesses employee data one of 2 ways:
- Go to <http://www.theworknumber.com/> or
- Dial 1-800-367-5690
- Enter the following information:
- **BNSF's** Company Code of **10532**
- Employee's **Security Number**
- Follow the prompts or Internet instructions to obtain the information

### **Income Verifications**

The lender/verifier should follow same steps as above, but also needs a Salary Key supplied by the employee.

### **Salary Key – Must be obtained by employee and is needed for income verification**

- Register with The Work Number to obtain a Salary Key code.
- Go to: <http://www.theworknumber.com/>
- Click "Login" / "Employee"
- Enter **BNSF** Railway's Employer Code: 10532
- Click "Register Now" if new user or "Log In" if returning user

Users will be required to enter personal information to verify the account they are attempting to access, validate identity, and create personalized username and password.

Some users will be sent a One-Time Passcode via phone, text, or email. Passcodes are sent in real time, so please enter it immediately into the application without exiting the login session or closing the browser.

If Equifax/The Work Number are unable to send you a One-Time Passcode via email or phone, you may be sent a One-Time Passcode in the mail. You will have 12 days from the date of mailing to receive the passcode and enter it into the system.

Once logged in the system, you will need to create a Salary Key and give it to your lender. Each salary key can only be used once by one verifier.

If either you or the lender/verifier has questions concerning the BNSF verification process, call 1-800-996-7566, The Work Number's customer service number.