

UHRSC | Verification of Employment Requests

I. Overview

Iowa State University (ISU) utilizes **Experian Verify** for all employment or income verification requests for faculty, staff, graduate assistants and student employees. Experian Verify is a fast and secure way to provide proof of your employment or income—a necessary step in many of today’s life events involving credit, financing, or securing of benefits or services. Experian Verify is designed to help private and government verifiers obtain access to employment and wage information in response to your request for some type of service or benefit, ensuring accurate data is provided to anyone that you authorize to verify your employment and/or income.

For more information, including frequently asked questions, please see [Experian Verify FAQ](#).

II. Current Faculty, Staff, Graduate Assistants and Student Employees

For all employment or income verification requests (including the Public Service Loan Forgiveness program “PSLF”), please refer to [KB0021635](#) “Experian Employment Verification” for more information on how to obtain the documentation necessary to satisfy your request.

III. Former Faculty, Staff, Graduate Assistants and Student Employees

For all employment or income verification requests (including the Public Service Loan Forgiveness program “PSLF”), please visit www.experianverify.com to initiate your request. If you are a new user, you will be required to Register using the [Experian Verify - Employee Registration Form](#) and populating the following fields.

Entering the Following:

- Access Code: **B634FA1F**
- Full Social Security Number
- Full Name
- Date of Birth
- Email Address

Once registered, log in with your credentials and select “Letters” from the dashboard. Then select your needed letter from the available options. Once downloaded, you can submit the letter to the needed respondents.

IV. External Verifiers / Inquirers

For all employment or income verification requests, please visit www.experianverify.com to initiate your request.

- **First time using Experian Verify?** Select the “Commerical Verifier” option to complete the [Experian Verify - New Verifier Registration Form](#) to get started. You will be credentialed to ensure you have a permissible purpose for accessing our employee’s information.
- **Returning user to Experian Verify?** Simply sign-in to initiate the request.

You will need the following information to request a Verification:

- Employee Social Security Number
- Employee’s Full Name
- Name of Employer
- Signed Authorization (if requesting income)

Can information be verified over the telephone?

- Employee data cannot be verified over the telephone. If you do not have internet access, we can fax or mail the report to you. Please contact customer support for assistance.

If I am a social service agency, can I verify employment through Experian Verification Fulfillment?

- If you are a social service agency and need to verify employment, please register for a complimentary verification account.

How do I get a copy of the employee authorization form?

- Use the signed authorization form you previously secured from the applicant/employee.

How do I get the authorization form for Experian Verification Fulfillment?

- Log in to your Experian Verification Fulfillment Portal. You can obtain instructions on uploading or faxing the form to Experian Verification Fulfillment.

V. Public Service Loan Forgiveness “PSLF” Requests

To obtain an instant **Employment Certification Form (ECF) for your PSLF application. Please follow the instruction below:**

1. Please visit <http://www.experianverify.com/>
2. Select “I am an employee”
3. If you have not already created an employee login for Experian Verify register under “create an employee account” and enter the following:
 - a. Access Code: **B634FA1F**

- b. Full Social Security Number
- c. Full Name
- d. Date of Birth
- e. Email Address
- 4. Login with your Credentials by following prompts: A password setup link will be sent to your email address. Click the link to create a password and activate your account.
- 5. Once logged in select the "Letters" on homepage or sidebar menu
- 6. Select "PSLF Letter"
- 7. A letter with submittal instructions and completed ECF will be generated

Experian's PSLF fulfillment team does not submit your application, communicate with MOHELA/Fed Loans, or have any additional insight to your application status. Any questions regarding your status will need to be directed to MOHELA/Fed Loans.

When requesting a PSLF application through the [Federal Student Aid website](#) using the PSLF Help Tool, please enter verify.pslf@experian.com as the "Employer's Email Address" or send the "Manual Signature" document directly to verify.pslf@experian.com as an email attachment for completion.

IOWA STATE UNIVERISTY OF SCIENCE AND TECHNOLOGY 42-6004224

Employment Period: 2020-03-08 - Current

How do you want this employer to sign your PSLF form?

| | |
|---|--|
| <input checked="" type="radio"/> Electronic Signature | <input type="radio"/> Manual Signature |
|---|--|

Enter your employer's email address below and we'll send an electronic signature request to your employer on your behalf after you complete and submit your form. Also, tell your employer to expect an email sent from DocuSign (dse_NA4@docusign.net) on behalf of the Department of Education's office of Federal Student Aid. *Please note: Your employer has 60 days to respond to a request for an e-signature.*

Employer's Email Address

ⓘ

I don't know my employer's email address and will add it later.

Contacts

Payroll general follow-up questions: Office of Payroll, Fringe Benefits Accounting & Compliance

@ payroll@iastate.edu

HR general follow-up questions: University Human Resources Service Center @

hrrhelp@iastate.edu