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## Employment Verification

Chris Tondini - 2024-05-07 - [Employment Records](#)

### Employment or Salary Verifications for an Institution or Company

All requests for employment verification by an institution or company should be requested via **TheWorkNumber** (TWN) at 1-800-367-2884 or [theworknumber.com](https://theworknumber.com).

- Northwestern's employer code for TWN is **11671**.
- If you are an employee, you may provide the requestor with access to your salary history by providing a "Salary Key." To create a Salary Key, log into [theworknumber.com](https://theworknumber.com) with your SSN and PIN (date of birth).
- If you are a company and you believe that you are not receiving accurate information from TWN, please do the following:
  - Take a screenshot or download of the data you retrieved from TWN.
  - Email the TWN information and the individual's release form to [hrverifications@northwestern.edu](mailto:hrverifications@northwestern.edu), indicating the discrepancy or the additional information needed.
  - Note that we cannot respond to requests that do not provide both proof of an attempt to use TWN and an authorized employee release.

### Public Service Loan Forgiveness (PSLF) Certification

If you are an employee applying for public service loan forgiveness, complete the [PSLF form](#) according to the form instructions, and sign. Then submit the form via email to [hrverifications@northwestern.edu](mailto:hrverifications@northwestern.edu) for completion of the employer portion. Allow up to five business days for processing.

*Note:* As the PSLF contains personal information, we recommend that you password-protect the document before sending, especially if you are emailing us from a non-Northwestern email account. Please provide the password in a separate email, or use something common, such as, "My password is the last 6 digits of my SSN."

### In-person Federal Verifications

Verifications can be provided in-person during normal business hours for federal investigators at 1800 Sherman Ave, Suite 1-100, Evanston, IL. If possible, please contact us ahead of time at 847-491-4700 or [askhr@northwestern.edu](mailto:askhr@northwestern.edu) so we can ensure a manager is available when you arrive.