



## Employment Verifications

Please refer verifiers (banks, mortgage lenders, or 3<sup>rd</sup> party vendors) to [The Work Number](#), an HR service partner, to provide secure online access to employment and income information. The verifier will be required to register and obtain a login for The Work Number website. The Employer Code for California State University, Sacramento is **33183**.

## Loan Forgiveness Programs – Verification of Employment

Please go to the [Financial Aid & Scholarships](#) web page for information about various Loan Programs. Some programs require verification of employment as part of their application process and forms.

Possible online resources from which to download the form for FedLoan Servicing include: [Federal Student Aid](#). Download the [Employment Certification Form](#).

Only forms that require employment verification such as the Public Service Loan Forgiveness (PSLF) should come to Payroll Services. The PSLF form requires a wet signature and will be mailed to your home address.

- 1) Download the form from the appropriate website. Complete the form **without** the social security number, don't sign it, and save the form as a PDF file.
- 2) Email the form to Sac State Payroll Services Department at [Payroll\\_Office@csus.edu](mailto:Payroll_Office@csus.edu)
- 3) Please verify that your mailing address is correct via MySacState, Employee Center, Personal Information Summary page and make any edits as necessary.
- 4) Upon Payroll Services receipt of the form it will be processed within 3-5 business days and then mailed (via USPS) to the address we have on file.
- 5) Once you receive the completed form from Payroll Services, add your Social Security Number, sign the document and mail it to the requesting agency.