



FOR VOE: KEEP THIS CARD WITH YOU

COMPANY CODE: 7326

MASTER PIN: 9 Digit Employee ID #

You must login to www.vjsus.com, under the "Employee PIN Manager" option and set up a Temporary PIN to give to your verifier.

CUSTOMER SERVICE: 1-800-800-4857

(8AM - 8PM Eastern Time)

WEB SITE: WWW.VJSUS.COM

FAX: 910-392-8159

VERIFICATION OF EMPLOYMENT & INCOME

Instructions



For all J.C. Penney Employees

Access secure and efficient verifications using the Verify Job System

For Commercial Verifications

(Mortgage Lenders, Pre-Employment Screening, Property Leasing, Applications for Credit, etc.)

PROVIDE YOUR VERIFIER WITH:

- Your Company Code - **7326**
- Social Security Number
- Temporary PIN (Only if salary information is needed) = You must login to www.vjsus.com, under the "Employee PIN Manager" option and set up a Temporary PIN to give to your verifier. You will login using your Master PIN which defaults to your 9 Digit Employee ID.

The verifying organization visits www.vjsus.com under "Obtain a Verification". They must register for an account if they do not already have one. VJS validates the information provided, and presents the data bearing your company's logo.

For any questions about registering for an account or logging in, the verifier must call 1-800-800-4857.

For Social Service Verifications

(Medicaid, SSI/SSDI, SNAP, TANF, Child Support, Public Housing, etc.)

PROVIDE YOUR AGENCY WITH:

- Your Company Code - **7326**
- Social Security Number

The Government Agency must register for an account if they are not already a registered user of The Work Number. To register, they must visit <http://www.theworknumber.com/SocialServices/Register/Instructions.asp>. Once registered, the government agency faxes their official request form to 910.392.8159 for processing.

Requests must include employee's name, full SSN and the agency's return fax number.

VJS validates the information provided, and faxes a verification to the agency within 5 business days.

Employment Data Reports (Once Annually)

Employee's may contact Customer Service at 800.800.4VJS (4857) to request an unofficial copy of their employment record, as it appears in our database.

You will receive a request form to fill out. This form can also be accessed by visiting:

http://www.theworknumber.com/Employees/DataReport/report_request.pdf

YOU WILL NEED:

- Your Full Social Security Number
- Proof of Identity (Driver's License, State Issued ID or W-2)
- Proof of Address (Utility Bill, Phone Bill, Cable or Satellite Bill)

The verification will be mailed to your home address within 15 days.

AVAILABLE
24/7