



## Notice to Consumers Using Credit Reports

This is a reminder that the states of California, Minnesota and Oklahoma have specific disclosure requirements dealing with the use of credit reports for employment purposes.

These states require that an end-user of credit reports for employment purposes must notify California, Minnesota and Oklahoma consumers, in writing, that their credit report will be pulled from TransUnion. The notice must contain a box that the consumer may check off to indicate if he or she wishes to receive a copy of his or her credit report directly from TransUnion.

If the consumer elects to receive a copy of his or her credit report, the end-user must forward the consumer's request to TransUnion, via fax, no later than the end of the day upon which the request was made. **Effective, 11/01/2014, the fax phone# is 610-546-4657.**

When forwarding a consumer request to us, the following information must be provided:

1. The name of your company
2. The TransUnion subscriber number of your company (*contact AccuSource for this info*)
3. Identifying information of the consumer including name, address, and last 4 digits of the Social Security number (if sent via email, information must be sent encrypted)

Upon receipt of the request, TransUnion will send the consumer report to the consumer.