

## **Employment Verification Instructions**

There are three kinds of verification. They are:  
Proof of employment **only**; Proof of employment **plus income**, and Proof of employment for Social Services Agencies. The instructions for each follow below.

### **Need proof of employment Only?**

Follow these easy steps:

- 1) Fill in your Social Security Number in Box 1 below.
- 2) Give the information in Box 1 to the person requesting your proof of employment.

#### **Box 1 – Provide this information to the person requesting proof of your employment only.**

##### **To obtain proof of employment only:**

- 1) Access The Work Number via the Web or telephone:
  - <http://www.theworknumber.com>
  - 1-800-367-5690
- 2) Enter:
  - Employer Code: **13327**
  - The Employee's Social Security Number : \_ \_ \_ \_ - \_ \_ - \_ \_ \_ \_ \_

**The Work Number Client Service Center:**  
**1-800-996-7566 (Voice)**  
**1-800-424-0253 (TTY – Deaf)**  
**Monday – Friday, 7:00 a.m. – 8:00 p.m. (CST)**

Note: You will need employee permission in the form of a Salary Key to verify income.

## Need proof of employment plus income?

Follow these easy steps:

- 1) Fill in your Social Security Number in Box 2 below.
- 2) Access The Work Number either via the Web or telephone:
  - **Web:** [www.theworknumber.com](http://www.theworknumber.com) (then go to Step 3)
  - **Telephone:** **1-800-367-2884** (follow the prompts)
- 3) Select **'Enter Employee Section'**
  - Enter Employer Code: **13327** and press **'Go'**
  - Select **'I want to provide proof of employment AND income'**
  - User ID is your Employee Number: \_\_\_\_\_ (from your paycheck)
  - Your PIN is the combination of last 4 digits of your SSN **AND** your 4 digit birth year
- 4) Select **'Prove Your Income with a Salary Key'**
- 5) Select the **"Create a Salary Key"** option and write down the Salary Key provided to you by The Work Number. (Enter your Salary Key below in Box 2)
- 6) Provide the information in Box 2 to the person requesting proof of your employment plus income.

### **Box 2 – Provide this information to the person requesting proof of your employment plus income.**

#### **To obtain proof of employment plus income:**

- 1) Access The Work Number via the Web or telephone:
  - <http://www.theworknumber.com>
  - 1-800-367-5690
- 2) Enter:
  - Employer Code: **13327**
  - The Employee's Social Security Number: \_\_\_ - \_\_\_ - \_\_\_\_\_
  - Enter the Salary Key provided to you by the employee: \_\_\_\_\_

**The Work Number Client Service Center**  
**1-800-996-7566 (Voice)**  
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## Applying to a Social Service Agency?

Follow these easy steps:

- 1) Fill in your Social Security Number in Box 3 below.
- 2) Supply the information in Box 3 to the case worker.

### Box 3 – Instructions for Social Service Agencies

#### Case worker:

- 1) Register with The Work Number via the Web or telephone.

All agencies must register to use the service. It takes about 5 minutes to complete the application. If you are already registered and need additional help, please call The Work Number Client Service Center at 1-800-996-7566.

- [www.theworknumber.com](http://www.theworknumber.com)
- **1-800-996-7566**

- 2) Obtain an employment and income verification.

- The Work Number Access Options for Social Service Agencies:

- a) [www.theworknumber.com](http://www.theworknumber.com)
- b) **1-800-660-3399**

- Enter your registered fax number.
- Enter the following information when instructed:

- a) **Employer Code: 13327**

- b) Employee's Social Security Number: \_ \_ \_ - \_ \_ - \_ \_ \_ \_

Select the kind of verification you need. You can verify **employment** or **employment plus income**.