

EMPLOYMENT AND SALARY VERIFICATION

Private disability insurance documentation (e.g. AFLAC, Colonial, Standard, etc)

Fax, mail, or walk-in forms to:

Payroll Services, Customer Service Attn: Correspondence Unit- Beaudry Bldg. 1st floor

Fax number: 213-241-6971

Phone number: 213-241-6670

Employment and salary verification pertaining to **FINANCIAL** verifications (e.g. loan applications, apartment leases, credit card applications, etc.)

Use the Work Number www.theworknumber.com. The info below is from the Classified Employees Handbook:

EMPLOYMENT VERIFICATION

The *Work Number for Everyone*® gives employees and verifiers access to employment verification 24 hours a day, seven days a week. This verification service may be used for loan applications, apartment leases, credit card applications, and any other process that requires proof of employment. A descriptive brochure is available at work locations or through the District website:

1. Go to www.lausd.net
2. Select **Employment**
3. Click on **General Information**
4. Click on **Employment Verification**

You can also access the *Work Number* website at www.theworknumber.com or call the *Work Number* Client Service Center at 1-800-367-5690.

Employment and salary verification pertaining to **NON-FINANCIAL** matters

Mail or walk-in requests to:

Employee Relations Office, Beaudry Bldg. 14th floor

Phone Number: 213-241-6591