

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 (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)
1-800-424-0253 (TTY – Deaf)
Monday – Friday, 7:00 a.m. – 8:00 p.m. (CST)

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
- **1-800-996-7566**

- 2) Obtain an employment and income verification.

- The Work Number Access Options for Social Service Agencies:

- a) 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**.