

How to use the Work Number®

Need Proof of Employment?

1. Give the person needing proof of your employment, the verifier, the following information:
 - Your Social Security Number:
 - Your Agency Employer Code
 - Scroll down to the bottom of this document for a listing of company codes
 - The Work Number Access Options:
 - A. verify.theworknumber.com
 - B. **1-800-367-5690**

Need Proof of Employment Plus Income?

1. Obtain a Salary Key
 - The Work Number Access Options for Employees:
 - A. verify.theworknumber.com
 - B. **1-800-367-2884**
2. Select to Obtain a Salary Key and write down in the boxes provided below
3. Enter the following information:
 - Your Agency Employer Code
 - Scroll down to the bottom of this document for a listing of company codes
 - Your Social Security Number
 - Your PIN: (4) digits of birth year and last (4) digits of your Soc. Sec. No.
4. Give the person needing proof of your employment plus income, the verifier, the following information:
 - Your Social Security Number
 - Your Agency Employer Code
 - A. Scroll down to the bottom of this document for a listing of company codes
 - Your Salary Key (from Step 3)
 - The Work Number Access Options for Verifiers:
 - A. verify.theworknumber.com
 - B. **1-800-367-5690**

Applying to a Social Service Agency

- **Employee**
 1. Provide a copy of this page to your case worker.
- **Caseworker**
 1. Register with the Work Number

All agencies must register to use the service. The process is one-time and will only take about 5 minutes to complete the application.

 - A. verify.theworknumber.com
 - B. **1-800-996-7566**

2. Obtain an employment and income verification
3. The Work Number Access Options for Social Service Agencies:
 - A. verify.theworknumber.com
 - B. **1-800-996-7566**
4. Enter your registered fax number
5. Enter the following information when instructed:
 - A. Agency Employer Code
 - B. Employee's Social Security Number
6. Select to obtain an employment and income verification
The verification will be faxed to your registered fax number.

The Work Number Client Service Center

Monday – Friday; 7:00am – 8:00pm (CST) 1-800-996-7566 OR 1-800-424-0253 (TTY-Deaf)



Agency Employer Code

Below are the agencies that currently use "The Work Number" for employment and income verification:

<u>AGENCY NAME</u>	<u>Code</u>
American Battle Monuments Commission	11402
Commission for the Preservation of America's Heritage Abroad	11688
District of Columbia - Court of Appeals	10513
District of Columbia - Courts System	10513
Election Assistance Commission	11690
Export/Import Bank of the United States	10512
General Services Administration (GSA)/Homeland Security (HS)	10536
Nuclear Waste Technical Review Board	10511
Office of Personnel Management	10907
Railroad Retirement Board	11546
U.S. Holocaust Memorial Museum	10727

NOTE: If your agency is not listed above, please contact your agency Human Resource Office for employment and income verification.