

Buying a home or a car?
Applying for a loan?
Leasing an apartment?



You'll need proof of employment or income...

For fast, secure, anytime-anywhere proof of employment or income via the Web or phone we bring you...The Work Number®.

The Work Number service is used when you apply for a loan, need a reference check, lease an apartment or any other instance where proof of employment or income is needed. You benefit from having control of the process – by authorizing others access to your information.



How it works...

Need proof of employment?

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.

To obtain proof of **employment** on an employee from Company USA's:

1) Access The Work Number via the Web or telephone:

- <http://www.theworknumber.com>
- 1-800-367-5690

2) Enter:

- Employer Code: 10312
- 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:
 - www.theworknumber.com
 - 1-800-367-2884
- 3) Select the Employee option and Login. To Login, have the following information:
 - Employer Code: 10312
 - Your Social Security Number: - -
 - Your PIN: _ _____ [*What's my PIN?](#)
- 3) 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, in Step 3.)
- 4) 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** on an employee from Company USA:

- 1) Access The Work Number via the Web or telephone:
 - <http://www.theworknumber.com>
 - 1-800-367-5690
- 2) Enter:
 - Employer Code: 10312
 - 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)

* "What's my PIN" is intended to be a link which clients may use to refer employees to a pop-up. The pop-up could either describe the PIN scheme or instruct employees to call a designated number for help if they have forgotten their PIN. (Example Date of Birth)

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: 10312**

b) Employee's Social Security Number: - -

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