

IMPORTANT EMPLOYMENT VERIFICATION INFORMATION

We have just received your request for employment verification for

uses The Work Number[®] starting March 9th, 2007 to provide automated employment and income verification on our employees. Now you will have a couple of options to get the information you need instantly.

Option 1: www.theworknumber.com

Use a credit card or become a member to get instant Web verifications.

Option 2: 1-800-367-5690

Use a credit card or become a member to get a voiced or faxed verification in minutes.

To Obtain Proof of Employment Only

- 1) Contact The Work Number by using one of the above options.
- 2) Follow the prompted instructions.
- 3) You will need the following information:

- Employer Code:
- Employee's Social Security Number provided by the employee.

To Obtain Proof of Employment Plus Income

- 1) Use the instructions for obtaining proof of employment.
- 2) You will need employee authorization:
 - One form of authorization is a salary key provided by the employee. Employees may get a Salary Key by visiting www.theworknumber.com/employees or calling 1-866-604-6572.

Special Instructions for Social Service Agencies

- Get verifications at www.theworknumber.com/socialservices or 1-800-660-3399.

For additional questions or more information regarding the benefits of membership, please call:

The Work Number Client Service Center

Monday – Friday; 7:00 a.m. – 8:00 p.m. (CST)

1-866-604-6572

1-800-424-0253 (TTY – Deaf)

