

The Work Number for Everyone[®]

The Department of Defense Code is:
10365

To obtain a Salary Key, call 1-800-EMP-AUTH (1-800-367-2884) or go to <http://www.theworknumber.com>. At the prompt, provide your SSN and your PIN. Make note of your Salary Key to give to your verifier for salary verification. Questions? Problems? Call the Client Service Center at 1-800-996-7566.

Remember, only three Salary Keys may be active at a time.

What Is My PIN?

Insert your PIN information here.

"Temporary PIN is your Birthday (MMDD format). Do not include year For example, if your Birthday is March 27 you would enter "0327". After you get in with your Temporary PIN your can change it to any 4-8 digit number"

Where do I go for questions?

If you have any questions, or need additional instructions on how to use The Work Number, please dial our Client Service Center at:

1-800-9-WORKNO (1-800-996-7566)

The Work Number Client Service Center is available Monday - Friday, 7 a.m. to 8 p.m. Central Time.

Important Note: Effective December 4, 2000 written requests for verifications will no longer be processed and will be returned to your verifier with instructions on how to use this service.

The Work Number for Everyone[®]
is provided by
TALX Corporation.

This service is available 7 days per
week
24 hours per day

To receive instructions for a free demonstration of the system, visit the web site at www.theworknumber.com.

Department of the Army



Introduces

**The
Work
Number
For
Everyone[®]**

1-800-367-2884

<http://www.theworknumber.com>

**Employee
Information**



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1-800-EMP-AUTH

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**Employee
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**The Work Number Client
Service Center is available to
both employees
and verifiers
Monday – Friday
7 am to 8 pm CST
1-800-996-7566**

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**What are the benefits of this
service?**

- Faster, more efficient, and more complete responses to employment verification requests
- Increased security of sensitive salary information
- Standardized verification procedures
- An audit trail to insure proper verification procedures
- Longer hours of accessibility to employment verification information
- Dedicated Client Service Center
1-800-996-7566

What kind of verification do I need?

Job reference checks
Apartment rental
(No Salary Key required)

Basic



You give the verifier

- Department of Defense Code
- Social Security Number
- The number to acquire your information 1-900-555-9675
- For help: Client Service number 1-800-996-7566

Small, short term loans
Mortgages
(Salary Key required)

Basic Plus/Full



- Department of Defense Code
- Social Security Number
- Your 6-digit Salary Key
- The number to acquire your information 1-900-555-9675
- For help: Client Service number 1-800-996-7566

How do I get a Salary Key?

You will need to give a verifier a six-digit Salary Key in order to give them access to your salary information.

1. Dial 1-800-367-2884 or go to <http://www.theworknumber.com>
2. Enter the Department of Defense code **10365**
3. Enter your Social Security number
4. Enter your PIN: Your Temporary PIN is your Birthday (MMDD format). Do not include year. For example, if your Birthday is March 27 you would enter "0327". After you get in with your Temporary PIN you can change it to any 4 -8 digit number.

You may have three Salary Keys at one time. Once you give a Salary Key to a verifier, it may not be used again. To obtain, review, or cancel Salary Keys dial 1-800-367-2884 or go to <http://www.theworknumber.com>. For assistance please call the Client Service Center at 1-800-996-7566.

Sample: SimpleBro
Last Updated April 14, 1999

Retain this panel for verifications

Department of Defense Code:

10365

Your Social Security Number

Write your social security number here

Your PIN (some spaces may be left blank)

Write your PIN here

Do not give your PIN to a verifier.

Salary Keys

1.

2.

3.

The Work Number for Everyone®

The Department of the Army is pleased to offer **The Work Number for Everyone**™, an automated employment verification service that allows you to have your employment and salary verified within a matter of minutes. This fast, secure service is used for mortgage applications, reference checks, loan applications, and apartment leases. Anything you need that requires proof of employment. It is quick, accurate and best of all it's easy.

What Information Will be Provided to Lenders/Verifiers?

1. Basic Verification

(Usually required for reference checks.)

- First name, middle initial, and last name spelled out
- Employment status
- Most recent start or termination date
- Total time with Department of the Army
- Job title
- Reference Number

2. Basic Plus Verification

(Usually required for small, short-term loans and apartment rentals.)

- All Basic information **PLUS**
- Total rate of pay
- Reference number

3. Full Verification

(Usually required for all major loans, including mortgages.)

- All Basic Plus information **PLUS**
- Gross earnings year to date with a breakdown for overtime, commissions and bonuses
- Gross earnings for prior two years
- Reference number

What is Required to Access the Information?

1. To access Basic Information, provide the lender/verifier with:

- Department of Defense Code: **10365**
- Your Social Security Number
- The number to call for their express verification
1-800-367-5690.

2. To access Basic Plus Information, provide the lender/verifier with:

- Department of Defense Code: **10365**
- Your Social Security Number
- **A Salary Key**
- The number to call for their express verification
1-800-367-5690.

3. To access Full Information, Provide the lender/verifier with:

- Department of Defense Code: **10365**
- Your Social Security Number
- **A Salary Key**
- The number to call for their express verification
1-800-367-5690.

How is a Salary Key

Obtained?

1. You dial **1-800-EMP-AUTH** or go to **<http://www.theworknumber.com>**

When prompted, enter:

- The Department of Defense Code: **10365**
- Your Social Security Number
- Your PIN: Your Temporary PIN is your Birthday (MMDD format). Do not include year. For example, if your Birthday is March 27 you would enter "0327". After you get in with your Temporary PIN you can change it to any 4 -8 digit number.

Record the six-digit Salary Key for future reference. This key is to be given to the lender/verifier in order for them to access the Basic Plus and Full Verification levels.

How Many Salary Keys can be active, and how long are they valid?

You can have a maximum of three keys active at one time. Each key can be used only once, by one verifier. The keys are active for six months before being deleted from the system.