Verification Response Card

We have just received your request for an employment and/or income verification on an employee. Our organization uses The Work Number to provide automated employment and income verifications. The Work Number reduces our risk of liability from providing erroneous or unauthorized information and our employees receive the benefit of a quick turnaround service. You the verifier benefit by receiving immediate access to information that is convenient, accurate and secure. Our standard procedure for verification requests received is to provide the following instructions to verifiers on how to use The Work Number. You have several options to get the information you need.

How To Use The Work Number

Verification Type	Access Options	Information Required
Commercial *Income requires employee's authorization/salary key.*	**www.theworknumber.com** 1-800-367-5690	**Employer Name or Code** **14736** **Employee's Social Security Number**
Social Services *Only available to qualifying assistance agencies.*	**www.theworknumber.com** 1-800-660-3399	
Customer Service representative *Only for our Retirees*	**www.theworknumber.com** 1-800-660-3399	**Employer Name or Code** **14736** **Employee's Social Security Number**

Frequently Asked Questions

What is The Work Number?
The Work Number, a service of TALX Corporation, is an automated process for employment and income that allows employees to have their information verified within a matter of minutes. It is the number one service used by mortgage companies, pre-employment screeners, consumer finance, and government agencies.

Is the information secure?
Absolutely, the data is stored in a secure data center that is SAS 70 certified by third-parties for its level of security.

Who is considered a verifier?
A verifier can be any lending institution, property manager or other business that needs to verify employment or income.

Does a verification take longer?
No, it is typically turned around instantly. In addition, the automated service is available anytime, anywhere.

What is a Commercial verification?
Standard employment and income verifications are commonly referred to as commercial verifications.

What is a Social Services verification?
Typical social services verifications include TANF, Food Stamps, Public Housing, Medicaid, Child Support, WIC, Welfare to Work/Job Corp Programs, Social Security, Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI) and others…

Do I need anything special to obtain an income verification?
The Work Number requires that verifiers have employee authorization to access income information. This allows the employee control over who has the ability to pull their income. A Salary Key is one form of employee authorization.

What is the Employer Code for our organization?
90004 – Insert Client Name & Employer Code
This five-digit code used to identify each organization in the database can be found at www.theworknumber.com using the *Our Participating Employers* link.

TALX THE WORK® NUMBER

Client Service Center
Monday – Friday 7am – 8pm (CT)
1-800-996-7566
1-800-424-0253 (TTY – Deaf)

Insert Client Logo