

Refinancing your mortgage?

Renting an apartment?

Buying a car?

Applying for Public Assistance?



The Work Number[®] simplifies employment and income verification and accelerates credit decisions.

PASSHE has selected The Work Number, the nation's leading employment verification service, to securely and instantly provide the verifications you need to keep life moving. To learn more, visit www.theworknumber.com/employees.

If your creditor requires proof of employment or income, provide them:

1. Your employer code: 15972
2. Your Social Security Number
3. Direct them to www.theworknumber.com

Applying for Public Assistance?

Thousands of social services agencies nationwide use The Work Number regularly to perform verifications. Simply inform your caseworker that your employment and income information is available on The Work Number, and direct them to www.theworknumber.com or 800.660.3399 for more information or assistance.

We're Here to Help!

The Work Number Client Service Center is available Monday through Friday; 7 A.M. to 8 P.M. (CT) at **800.367.2884**. For TTY, hearing impaired call 800.424.0253.



1. PASSHE securely transmits employment and income data to The Work Number on a regular cycle, so the information remains current.
2. When you apply for credit or other services where proof of employment or income is required, you provide consent to the credit grantor to verify that information when signing the application.
3. The verifier—who has been carefully screened and credentialed before gaining access to the system—uses the PASSHE employer code (15972) and your Social Security Number to look up your record on The Work Number database.
4. The verifier must provide a valid reason or **permissible purpose** for requesting the information, as defined by the Fair Credit Reporting Act (FCRA). The verifier must also have your **consumer consent** before requesting income or salary information.
5. With the above conditions met, the verifier can validate your employment or income in seconds.

Note: In some instances, you might be asked to provide a Salary Key prior to verifying your income information. A Salary Key is a unique six-digit number that allows one-time access to your income data. In most cases you will have granted consent when signing an application and a Salary Key won't be needed, but if asked to provide a Salary Key, you'll find instructions at www.theworknumber.com or 800.367.2884.


The below card can be cut out and kept in your wallet for quick reference. If asked by a lender or public assistance agency to provide proof of your employment or income, simply direct them to The Work Number:



Cut out and fold

Need Proof of Employment or Income?


Give the authorized verifier the following information:



- 1) The Work Number Access Methods.
 - www.theworknumber.com
 - **1.800.367.5690** (1.800.424.0253 for TTY if hearing impaired)
- 2) The PASSHE Employer Code: 15972
- 3) Your Social Security Number

If Asked to Provide a Salary Key

If asked to provide a salary key as your consent to the release income:



- 1) Visit www.theworknumber.com/employees or call **1.800.367.2884** (1.800.424.0253 for TTY if hearing impaired)
 - Enter the PASSHE Employer Code: 15972
 - Enter your Social Security Number
 - Enter your PIN # (Last four digits of your SSN plus your year of birth)
- 2) Follow the instructions to create a salary key.
- 3) Provide the salary key to the person seeking your proof of income, and direct them to www.theworknumber.com to complete the verification process.