

## Need proof of employment plus 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.



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](http://www.theworknumber.com)
  - 1-800-367-2884
- 3) Select the Employee option and Login. To Login, have the following information:
  - Wayne County's Employer Code: 13675
  - Your Social Security Number: □ □ □ - □ □ - □ □ □ □
  - Your PIN: \_\_\_\_\_ **\*What's my PIN?**
- 4) 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.)
- 5) Provide the information in Box 1 to the person requesting proof of your employment plus income.

Box 1 – Provide the following information to the person requesting proof of your employment plus income.

To obtain proof of employment plus income on an employee from Wayne County:

- 1) Access The Work Number via the Web or telephone:
  - <http://www.theworknumber.com>
  - 1-800-367-5690
- 2) Enter:
  - Wayne County's Employer Code: 13675
  - 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)                      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.

