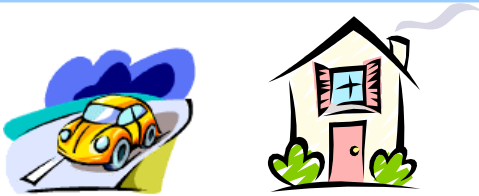


# Buying a house or a car? ... Applying for a loan? ... Leasing an apartment?

You'll need proof of employment or 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. The use of this service is effective as of 7/1/04.

## How it works...

Need proof of *employment*?

### Follow these easy steps:

- 1) Print this page and follow the steps below to obtain proof of employment.
- 2) Write down your Social Security Number in the boxes below.
- 3) Give the information in Box 1 to the person requesting your proof of employment.

**Box 1** – Provide this information to the person requesting proof of your employment.

To obtain proof of *employment* on an employee from Washington University:

- 1) Access The Work Number either via:
  - [www.theworknumber.com](http://www.theworknumber.com)
  - 1-800-367-5690
- 2) Enter:
  - Washington University's Employer Code: 11570
  - The employee's Social Security Number:

□□□ - □□ - □□□□ ←

**Client Service Center: 1-800-996-7566 (Voice), 1-800-424-0253 (TTY – Deaf)  
Monday-Friday, 7 a.m. - 8 p.m. (CST)**

Need proof of *employment*  
plus *income*?

## Follow These Easy Steps:

- 1) Print this page and follow the steps below to obtain proof of employment plus income.
- 2) Write down your Social Security Number in the boxes below
- 3) Go to The Work Number either:
  - [www.theworknumber.com](http://www.theworknumber.com)
  - 1-800-367-2884
- 4) Enter the following information:
  - a) The Washington University Employer Code: 11570
  - b) Your Social Security Number: □□□ - □□ - □□□□
  - c) Your PIN (the last 4 digits of your Social Security Number plus your 4-digit birth year): \_\_\_\_\_
- 5) Select to Obtain a Salary Key and write down the Salary Key provided to you by The Work Number
- 6) Print Box 2 and give it to the person requesting proof of your employment plus Income

### Box 2 – Provide this information to the person requesting proof of your employment plus income.

To obtain proof of **employment** plus **income** on an employee from Washington University:

- 1) Access The Work Number either via:
  - [www.theworknumber.com](http://www.theworknumber.com)
  - 1-800-367-5690
- 2) Enter:
  - The Washington University Employer Code: 11570
  - The employee's Social Security Number: □□□ - □□ - □□□□ ←
- 3) Enter in the **Salary Key** provided to you by the employee: □□□□□□ ←

### Client Service Center

Monday-Friday, 7 am - 8 pm (CT)

1-800-996-7566

(TTY-Deaf)

1-800-424-0253