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…

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
     • 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)
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
   - 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
   - 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: _____________

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