

Why The Work Number?

The Work Number® is an automated service that provides instant employment and income verification. This fast, secure service is used when applying for a mortgage or loan, for reference checking, leasing an apartment or any other instance where proof of employment or income is needed. You benefit from having control of the process – authorizing others access to your information.

The Work Number can be used anytime, anywhere - available 24 hours a day, 7 days a week

Verifiers can Access The Work Number via:

1-800-367-5690 (voice)

Or

1-800-424-0253 (TTY/Deaf)

Or

www.theworknumber.com

Human Resources will only accept verification requests for:

- *The Housing Authority**
- *DSHS**

Please submit your form directly to:

Seattle Public Schools

HRIS, 33-391

PO Box 34165

Seattle, WA 98124-1165

Or

FAX (206) 743-3020



Find Us At:

www.seattleschools.org

District →

Departments →

Human Resources →

Employment Verification ←

Keep Life Moving...



Buying a home or a car?

Leasing an apartment?



Applying for a loan?

You'll need proof of employment and/or income...

Seattle Public Schools brings you...



How To Use The Work Number

Need proof of employment only?

The Work Number will allow you to provide any third-party verifier with proof of your employment.

1. Give your verifier the employer code: **10222**
2. Give your verifier your **Social Security Number**.
3. Tell your verifier to go to www.theworknumber.com and click on the verifier icon to get proof of your employment (no income).

If your verifier does not have Internet access or would prefer to use the telephone, have them call **800-367-5690**.

If they have questions about service, complete instructions and information are available at www.theworknumber.com or by calling **800-996-7566** (Voice) / **800-424-0253** (TTY/Deaf).

(If you need to provide proof of your employment AND income, you must create a SALARY KEY.

Need proof of employment & income? (Set up Salary Key)

The Work Number will allow you to provide any third-party verifier with proof of your employment and income by creating a **Salary Key**.

1. Access the [Work Number](http://www.theworknumber.com) website (Employees only) at www.theworknumber.com or

Call 1-800-367-2884 and enter the same information when prompted.

2. Select: Create a Salary Key

3. Enter the following information:

- Employer Code: **10222**
Seattle Public Schools, click "continue"
- ID Number = Your Social Security Number
- Your PIN: (last 8 digits of your SSN#)
click "continue"
- Select Salary Key
- Select "Create"

4. Give the person needing proof of your employment plus income, the verifier, the following information:

- Your Social Security Number:
□ □ □ □ □ □ □ □
- Employer Code: 10222
- Your Salary Key (created from Step 3):
□ □ □ □ □ □
- The Work Number Access Options for Verifiers:
 - a) www.theworknumber.com
 - b) 1-800-367-5690

The Work Number Client Service Center

Monday – Friday;

6:00am – 7:00pm



1-800-367-2884

