

Buying a home? Renting an apartment? Applying for a loan? Purchasing a car?

Starting November 1, 2012, The George Washington University will use The Work Number® to provide automated employment and income verifications on our employees.

The Work Number is an automated service that provides you with the ability to quickly provide proof of your employment or income. You benefit from having control of the process, since you authorize access to your information. The Work Number provides verification services to over 50 million employees. It is widely known to mortgage lenders, banks, apartment complexes and others who may need proof of your employment or income, and it is easy for them to use.

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

How to Use The Work Number

For Proof of Employment:

Step 1) Give the person needing proof of your employment, the verifier, the following information:

- Your Social Security Number:
- The George Washington University Employer Code: **14290**
- The Work Number Access Options for Verifiers:
 - a. www.theworknumber.com
 - b. [1-800-367-5690](tel:1-800-367-5690)

To create a Salary Key:

A Salary Key is a six-digit number that allows one-time access to your salary information.

Step 1) Access The Work Number either via the Web or telephone:

- a. www.theworknumber.com
- b. [1-800-367-2884](tel:1-800-367-2884)

Step 2) Select the Employee option and log in. To log in, use the following information:

- The George Washington University Employer Code: **14290**
- Your Social Security Number:
- Your PIN (last four digits of your SSN followed by four-digit birth year)

Step 3) Select the “Create a Salary Key” option and prepare to write down the six-digit number

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

- Your Social Security Number:
- The George Washington University Employer Code: **14290**
- Your Salary Key (from Step 3):
- The Work Number Access Options for Verifiers:
 - a. www.theworknumber.com
 - b. [1-800-367-5690](tel:1-800-367-5690)

The Work Number Client Service Center

Monday – Friday; 7:00 a.m. – 8:00 p.m. (CST)

[1-800-996-7566](tel:1-800-996-7566)

[1-800-424-0253](tel:1-800-424-0253) (TTY – Deaf)