

How to Use The Work Number®

Need Proof of Employment?

Give the person needing proof of your employment the following information:

- Your Social Security Number
- City of Memphis' Employer Code: **18286**
- The Work Number Access Options: Option a) www.theworknumber.com
Option b) **1-800-367-5690**

The Work Number is the **No. 1** Employment Verification Service



Need Proof of Employment Plus Income?

Step 1:

Access The Work Number to create a "Salary Key" that grants one-time access to your income data:

- The Work Number Access Options for Employees:
Option a) www.theworknumber.com
Option b) **1-800-367-2884**

Step 2:

You will need to enter the following information to obtain a Salary Key:

- City of Memphis' Employer Code: **18286**
- Your Social Security Number
- Your PIN: Last 4 digits of your SSN & the month & day of your date of birth – For example, if the last 4 digits of your SSN are 1234 and you were born on January 1st, your PIN would be 12340101.

Step 3:

Select the "Create a Salary Key" option and prepare to write down the six-digit number.

Step 4:

Provide the person needing proof of your employment plus income with all of the following information:

- Your Social Security Number
- City of Memphis' Employer Code: **18286**
- Your Salary Key (from Step 3)
- The Work Number Access Options for Verifiers:
Option a) www.theworknumber.com
Option b) **1-800-367-5690**

The Work Number Client Service Center

1-800-996-7566
1-800-424-0253 (TTY – Deaf)

Monday – Friday; 7:00AM – 8:00PM (CST)

Applying to a Social Service Agency?

Provide this information to your case worker.

Attention Case Worker

Please take the following steps:

Step 1:

Register with The Work Number:

All agencies must register to use the service. It takes about 5 minutes to complete the application. If you are already registered and need help, please call the Client Service Center at 1-800-996-7566.

- Option a) www.theworknumber.com
Option b) **1-800-996-7566**

Step 2:

Obtain an employment and income verification:

- The Work Number access options for Social Service agencies:
Option a) www.theworknumber.com
Option b) **1-800-660-3399**
- Enter your registered fax number
- Enter the following information when instructed:
a) City of Memphis' Employer Code: **18286**
b) Employee's Social Security Number:
- Select the kind of verification you need. You can verify employment or employment plus income.

