

# EMPLOYMENT & INCOME VERIFICATION

Are you looking for employment and income verification information for yourself or an employee of Award Staffing? We use The Work Number to provide instant employment and income verification. This is a secure service.

## Looking for proof of employment? Provide the following information to who may be requesting this information:

- Employee Social Security Number: XXX-XX-XXXX
- Award Staffing's Employer Code: 16360
- The Work Number Access Options:
- Go to: [www.theworknumber.com](http://www.theworknumber.com)
- Or Call: 1-800-367-5690

## Looking for proof of employment plus income? Provide the following information to the person requesting this information:

- 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:
- Go to: [www.theworknumber.com](http://www.theworknumber.com)
- Or call: 1-800-367-2884
  - o You will need to enter the following information to obtain a Salary Key:
  - o Award Staffing's Employer Code: 16360
  - o Employee Social Security Number: XXX-XX-XXXX
  - o Employee PIN: (Last 4 digits of SSN + MMDD of birthday).
- Select the "Create a Salary Key" option and prepare to write down the six-digit number. Provide the person needing proof of your employment plus income with all of the following information:
  - o Your Social Security Number: XXX-XX-XXXX
  - o Award Staffing's Employer Code: 16360
  - o Your Salary Key (from Step 3): XXXXXX

## The Work Number Access Options for Verifiers:

- You can visit: [www.theworknumber.com](http://www.theworknumber.com)
- Or call: 1-800-367-5690