

## You're in Good Company

The City of Milwaukee is one of nearly **21,000 employers** offering secure, fast employment and income verifications via The Work Number.



## 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**

- Access The Work Number via [www.theworknumber.com](http://www.theworknumber.com) or 1-800-367-2884
- Client Service Center:  
1-800-996-7566 (Voice) or  
1-800-424-0253 (TTY – Deaf)  
Monday-Friday, 7AM - 8PM (CST)

**Times Have Changed  
So Have Your Options.**



200 E. Wells St.  
City Hall, Room 706  
Milwaukee, WI 53202  
1-414-286-3751

**The City of Milwaukee,  
Dept of Employee Relations  
brings you...**



Buying a home or a new car?  
Leasing an apartment?  
Applying for a loan?

**You'll need proof  
of employment  
or income...**



# 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: --
- **The City of Milwaukee** Employer Code: 11692
- The Work Number Access Options:
  - Option a) [www.theworknumber.com](http://www.theworknumber.com)
  - Option b) **1-800-367-5690**

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



## Need to create a Salary Key?

**Step 1:** A Salary Key is one form of employee authorization to release income. If a verifier is requesting a Salary Key from you, please take the following steps:

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

**Step 2:** Enter the Employer Code: 11692

**Step 3:** Select "I want to provide proof of employment and income."

**Step 4:** You will need to enter the following information to obtain a Salary Key:

- Your Social Security Number: --
- Your PIN: **Last 4 digits of your SSN + your 4 digit birth year. You will be asked to change your PIN the first time you use it.**

**Step 5:** Select "Prove Your Employment with a Salary Key."

**Step 6:** Select "Create a Salary Key" and prepare to write down the six-digit number.

**Step 7:** Provide the person requesting the Salary Key with all the following information:

- Your Social Security Number: --
- **City of Milwaukee** Employer Code: 11692
- Your Salary Key (from Step 6)
- The Work Number Access Options for Verifiers:
  - Option a) [www.theworknumber.com](http://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)

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## 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.

Internet: [www.theworknumber.com](http://www.theworknumber.com)  
Telephone: **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](http://www.theworknumber.com)
  - Option b) **1-800-660-3399**
- Enter your registered fax number
- Enter the following information when instructed:
  - a) **City of Milwaukee** Employer Code: 11692
  - b) Employee's Social Security Number: --
- Select the kind of verification you need. You can verify *employment* or *employment plus income*.



Visit [www.theworknumber.com](http://www.theworknumber.com) for more information.