



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 or 1-800-367-2884
- Available Client Service Center at 1-800-996-7566 or 1-800-424-0253 (TTY Deaf)

Monday – Friday, 7 a.m. – 8 p.m. (CST)

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



General Services Administration
National Payroll Center (6BCY)
1500 East Bannister Road
Kansas City, MO 64131
1-816-823-3900

Listing of Company Codes for the following agencies:

American Battle Monuments Commission	11402
Barry Goldwater Scholarship Foundation	10932
Christopher Columbus Fellowship Foundation	10927
Commission for the Preservation of America's Heritage Abroad	11688
Committee for Purchase from People Who Are Blind	10934
Delta Regional Authority	10970
District of Columbia – Court of Appeals	10513
District of Columbia – Courts System	10513
Election Assistance Commission	11690
Export/Import Bank of the United States	10512
Federal Financial Institution Examination Council	10931
General Services Administration	10536
Helping to Enhance the Livelihood of People Around the Globe	12307
Interagency Council on Homelessness	11438
J.F.K Center for the Performing Arts	10944
Japan-United States Friendship Commission	10945
John C. Stennis Center for Public Service	10936
Marine Mammal Commission	10937
Medicare Payment Advisory Commission	10946
Morris K. Udall Scholarship Fund	10930
National Archives and Records Administration	10940
National Council on Disability	10938
National Credit Union Administration	10928
National Mediation Board	10939
Nuclear Waste Technical Review Board	10511
Office of the Federal Coordinator for the Alaska Natural Gas Transportation Projects	12973
Office of Personnel Management	10907
Public Interest Declassification Board	12699
Railroad Retirement Board	11546
U.S. China Economic Security Review Commission	10950
U.S. Commission on International Religious Freedom	10948
U.S. Holocaust Memorial Museum	10727
U.S. Institute of Peace	10924
Vietnam Education Foundation	11337

Keep Life Moving...



Buying a home or a new car?

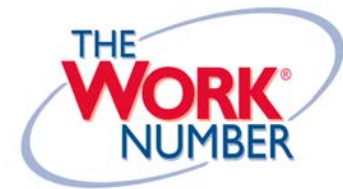
Leasing an apartment?



Applying for a loan?

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

GSA brings you...



www.theworknumber.com
1-800-367-2884

Why The Work Number?

The General Services Administration, National Payroll Center, has contracted for an automated service - **The Work Number**[®] - that verifies your employment and income in a matter of minutes with a single phone call.

The Work Number[®] 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.

What Kinds of Information Does The Work Number Provide?

You can give a potential employer or lender access to two levels of information about you

1. Employment Verification
2. Employment Verification and Income Verification.

If Someone Wants to Verify My Employment, What Do I Do?

Ask if the following information is sufficient

- First name, middle initial, and last name spelled out,
- Your employment status,
- Most recent start or termination date,
- Total time with your agency,
- Job title

If this information is sufficient, simply enter your social security number in the attachment below and give to the verifier.

What if Someone Needs Additional Information About My Salary and Income?

In addition to the basic information, you can authorize the system to give a verifier information about your

- Total salary,
- Gross earnings year-to-date,
- Overtime,
- Bonuses, and
- Gross earnings for the prior 2 years

To receive employment and income verification, the verifier will need a 6-digit code called a “Salary Key”. You can have a maximum of 3 “Salary Keys” at one time. Each code can be used only once, by one verifier. Complete the entire attachment and give to the verifier.

Follow These Easy Steps:

For Proof of Employment only:

- 1) Enter Social Security Number (SSN) in box below
- 2) Tear off section below and give to verifier

For Proof of Employment and Income:

- 1) Go to the Work Number at either
 - www.theworknumber.com/employee, or
 - Call 1-800-367-2884
- 2) Enter the following information
 - Your Agency Employer Code (See reverse side of flyer)
 - Your Social Security Number
 - Your PIN (consists of 4 digits of your birth year + last 4 digits of your SSN)
- 3) Select to obtain a Salary Key and then write down the Salary Key given to you
- 5) Tear off section below & give to verifier.

To obtain proof of employment and/or income on an employee from GSA

For Employment Verification

- 1) Access The Work Number either via:
 - www.theworknumber.com/verifier or
 - Call 1-800-367-5690
- 2) Enter
 - Your Agency Employer Code:
 - The Employee's Social Security

Number - For Employment and Income Verification

- 3) Enter in the Salary Key provided to you by the employee