

NEED EMPLOYMENT/SALARY VERIFICATION?? Then you need Employment Verification Service (TALX)

Question: When do you use it?

Answer: Anytime you need to have your employment or salary verified, such as when you apply for an apartment lease, car loans, mortgage, and other major loans.

Question: Who receives the information?

Answer: Any organization (your bank, loan or credit institution, a background checking company, or even a prospective employer) that YOU authorize can obtain this information by calling the "The Work Number for Everyone"© or visiting <http://www.theworknumber.com> once you give them a salary key.

Question: How do you get a salary key?

Answer: Dial 1-800-EMP-AUTH (1-800-367-2884) or go to <http://www.theworknumber.com>. You can obtain up to three Salary Keys. If unused, they will expire after six months. When prompted enter: Department of Defense Code: 10365; Your Social Security Number and your 4-digit Pin: Month and Day of Birthday (MMDD format, for example March 27 would be entered as "0327." Then change your PIN to any 4 -8 digit number and receive your salary key. If using the telephone, have a pen and paper handy so you can write down the salary key (the six-digit number) that will be voiced to you. If using the Internet, the salary key will be shown to you. Simply give this number to the organization requesting the employment or salary verification.

Question: What types of verifications will be provided?

Answer: There are 3 types of verifications - Basic, Basic Plus and Full.

- **BASIC:** Verifies that you are an Army employee, spells your name, provides your most recent start date, and how long you have been employed. It will also spell your job title if desired.
- **BASIC PLUS:** In addition to the above, it provides your current salary information.
- **FULL:** In addition to the above, this option also provides your salary history for the prior two years if available.