"The Work Number for Everyone" is a service that will allow you to provide almost instant verification for employment to secure a loan, rent an apartment, or anything else where employment verification is required. This automated, paperless service is available 17 hours a day, 7 days a week and provides employment and salary verification through a touch-tone phone to credit and reference verifiers upon request. Employees are responsible for authorizing the release of their employment and salary information. The credit and reference verifiers must receive an authorization code from you to access your information.

Three Types of Verification		
Basic	Contains: • Employee name • Employee social security number • Employment status • Employee's service computation date for retirement • Employee's total time with the Government • Employee's job title • Reference number for the verification	This verification is usually required for **apartment rentals and reference checks**.
Basic Plus	All of the above, plus: • Salary rate • Pay frequency	This verification is usually required for **small, short term loans**.
Full	All of the above, plus: • Gross earnings YTD and for the past 2 years	This verification is usually required for **all major loans, including mortgages**.

The **Work Number for Everyone**® will benefit you because it is:

- *Timely* - The information is available to the lender in a matter of minutes
- *Easy to Use* - Automated, one call, paperless
- *Accurate* - Information is taken directly from the USDA Payroll/Personnel System record and updated biweekly
- *Accessible* - Available 17 hours a day, 7 days a week. TTY access is provided through the Federal Information Relay Service at 1-800-877-8339. Voice, fax, and EDI accessibility.
- *Trackable* - A record of all requests is maintained
- *Simple* - One number nationwide

What is a "Verifier"?

A verifier is a bank, lender, landlord, or other person or organization that has a need to verify your employment information.

As an employee, how do I use this service?

Each employee is responsible for authorizing the release of their employment and salary information. The credit and reference verifiers **must** receive an authorization code from you to access your information.

To obtain an authorization code:

- From a touch-tone telephone, call **1(800)367-2884**.

- Enter the following information when prompted:
  - USDA's company code, **10284**
  - Your **social security number**
  - Your individual **PIN number** (this is the mmdd of your birthdate)

- Record the authorization code in a secure place for future reference.

- Fill out a reference card to be given to the verifier.

How does the verifier use this service?

To access your employment information,

- The verifier will need the information on the reference card:
  - The USDA company code, 10284
  - Your social security number
  - One of your authorization codes

- The verifier will need to call **1(900)555-WORK (1-900-555-9675)**

How many authorization codes can be active and how long are they valid?

You can have a maximum of three codes active at any one time. Each code can only be used one time. Unused codes remain active for 6 months.

When is the service available?

The service is available 7 days a week during the following hours:

- 7:00 a.m. until 12:00 midnight (EST)
- 6:00 a.m. until 11:00 pm (CST)
- 5:00 a.m. until 10:00 pm (MT)
- 4:00 a.m. until 9:00 pm (EST)

It is not recommended that you routinely carry these cards with your authorization numbers completed.