Q: I've heard of 'TALX' and 'the work number' used interchangeably, but what is it?

A: It's an automated external employment verification service designated by DoD.

www.theworknumber.com
(a service of TALX Corporation)

Services provided to DoD civilian employees include:

- Verify employment
- Verify employment plus income
- Verify eligibility for social services such as food stamps or public housing

What is The Work Number?

The Work Number® is an automated service available to current and former DoD civilian employees that provides instant employment and income verification. This fast, secure service is used when applying for a mortgage or loan, for consumer finance, leasing an apartment or any other instance where proof of employment or income is needed.

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

- Client Service Center:
  1-800-996-7566 (Voice) or
  1-800-424-0253 (TTY – Deaf)
  Monday-Friday, 7AM - 8PM (CST)

Reminder:
Always log out of the web site and close the browser whenever you use, access,

Department of Defense

Subscribes to

Need Proof of Employment?

Give the person needing proof of your employment the following information:

- Your Social Security Number: ☐☐☐-☐☐-☐☐☐☐
- DoD Employer Code: **10365**
- The Work Number Access Options:

    Option a) www.theworknumber.com
    Option b) **1-800-367-5690**

The Work Number for Employment Verification Service

Need Proof of Employment Plus Income?

Step 1: 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:
    Option a) www.theworknumber.com
    Option b) **1-800-367-2884**

Step 2: Enter the Employer Code: **10365**

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 initial default PIN: **MMYY of Birthdate**

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. ☐☐☐☐☐☐
NOTE: The salary key "unlocks" the salary data for that verifier. A salary key may be used only once. This secure system enables the employee to control who can/cannot access salary data.

Step 7: Provide the person needing proof of your employment plus income with all of the following information:
- Your Social Security Number: ☐☐☐-☐☐-☐☐☐☐
- DoD Employer Code: **10365**
- Your Salary Key (from Step 6)
- The Work Number Access Options for Verifiers:
    Option a) 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)

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.
    Option a) www.theworknumber.com
    Option b) **1-800-996-7566**

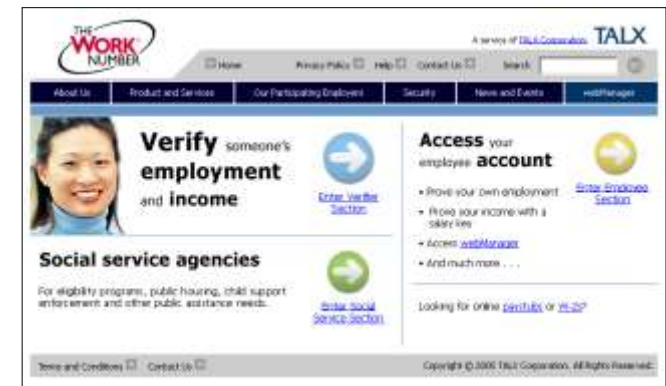**Step 2:** Obtain an employment and income verification:
- The Work Number access options for Social Service agencies:
    Option a) www.theworknumber.com
    Option b) **1-800-660-3399**

- Enter your registered fax number
- Enter the following information when instructed:
    a) DoD Employer Code: **10365**
    b) Employee's Social Security Number: ☐☐☐-☐☐-☐☐☐☐

- Select the kind of verification you need. You can verify *employment* or *employment plus income.*

Visit www.the worknumber.com for more information.

Need Proof of Employment?

Give the person seeking your proof of
employment the following information:

1)   The Work Number Access Options:
- **www.theworknumber.com**
- **1-800-367-5690**

2)   The DoD Employer Code: 10365

3)   Your Social Security Number

The Work Number Client Service Center (Mon– Fri, 7:00am–8:00pm, CST)
1-800-996-7566 (Voice) 1-800-424-0253 (TTY– Deaf)

Need Proof of Employment Plus Income?

1) Visit www.theworknumber.com/employees or call 1-800-367-2884
2) Enter: -The DoD Employer Code: 10365
        -Your Social Security Number
        -Your PIN # (MMYY of birthdate)
3) Select to obtain a Salary Key – Write down the Salary Key
4) Give the person seeking proof of your employment & income:
- The Work Number Access Options:
  - www.theworknumber.com
  - 1-800-367-5690
- The DoD Employer Code: 10365
- Your Social Security Number
- Your Salary Key

The Work Number Client Service Center (Mon– Fri, 7:00am–8:00pm, CST)
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