



Proof of employment and/or income may be required by banks, creditors or landlords when applying for a car loan, home mortgage or apartment lease.

The Work Number is an efficient automated service that you and verifiers can access by phone or the Internet 24 hours a day, 7 days a week. This document contains instructions for providing proof of employment and or income verification.

If you have questions about The Work Number process, please call:

The Work Number Client Service Center

1-800-996-7566

1-800-424-0253 (TTY – Deaf)

Monday – Friday; 7:00 a.m. -8:00 p.m. (CT)

www.theworknumber.com

How to Use The Work Number®

Need proof of *employment*?

Give the person needing proof of your employment (the verifier) the following information:

- Your Social Security Number: □ □ □ - □ □ - □ □ □ □
- **The Sodexo Employer Code: 10286** (this code is important to obtain the verification)
- The following two options to access The Work Number®
 - Option a) Web: theworknumber.com
 - Option b) Telephone: **1-800-367-5690**

Need proof of employment *plus* income?

Step 1) Obtain a **Salary Key** from The Work Number® using one of the following options

- Option a) Web: theworknumber.com
- Option b) Phone: **1-800-367-2884** (*This phone number is for Sodexo Employees*)

Step 2) Select to “Obtain a Salary Key” and write down in the boxes provided below in step 4

Step 3) Enter the following information:

- **Sodexo Employer Code: 10286**
- Your Social Security Number: □ □ □ - □ □ - □ □ □ □
- Your PIN: Defaults to your date of birth (mmddyy)

Step 4) Give the person needing proof of your employment plus income (the verifier) the following information:

- Your Social Security Number: □ □ □ - □ □ - □ □ □ □
- **Sodexo Employer Code: 10286** (this code is important to obtain the verification)
- Your **Salary Key** (from Step 2): □ □ □ □ □ □
- The Work Number® Access Options for Verifiers:
 - Option a) Web: theworknumber.com
 - Option b) Telephone: 1-800-367-5690