



The City of Milwaukee, Department of Employee Relations brings you...



The Department of Employee Relations no longer provides employment or income verification.

To verify employment or income, current and former City **employees and verifiers** must use **The Work Number®**. (For extenuating circumstances send an email to emprel@milwaukee.gov.)

Examples of when to use *The Work Number®*:

- Buying a home or car*
- Leasing an apartment*
- Applying for a loan*

The Work Number® is an automated service that 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.

The Work Number® can be used anytime, anywhere – available 24 hours a day, 7 days a week.

◆ HOW TO USE THE WORK NUMBER® ◆

NEED PROOF OF EMPLOYMENT?

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

- Your Social Security Number : □□□-□□-□□□□
- The **City of Milwaukee** Employer Code: **11692**
- The Work Number Access Options:
 - Option (a): www.theworknumber.com
 - Option (b): **1-800-367-5690**

NEED TO CREATE A SALARY KEY FOR INCOME VERIFICATION?

Step 1: A Salary Key is one form of employee authorization to release income. If a verifier is requesting a Salary Key from you, please take the following steps:

- The Work Number Access Options for **Employees**:
 - Option (a): www.theworknumber.com
 - Option (b): **1-800-367-2884**

Step 2: Enter the Employer Code: **11692**

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 PIN: **Last 4 digits of your SSN + your 4-digit birth year.** You will be asked to change your PIN the first time you use it.

Step 5: Select *“Prove Your Employment with a Salary Key.”*

Step 6: Select *“Create a Salary Key”* and prepare to write down the 6-digit number. □□□□□□

Step 7: Provide the person requesting the Salary Key with all of the following information:

- Your Social Security Number : □□□-□□-□□□□
- The **City of Milwaukee** Employer Code: **11692**
- Your Salary Key (*from Step 6*)
- The Work Number Access Options for **Verifiers**:
 - Option (a): www.theworknumber.com
 - Option (b): **1-800-367-5690**



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 this 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.

- Internet: www.theworknumber.com

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) **City of Milwaukee** Employer Code: **11692**
 - b) Employee’s Social Security Number: □□□-□□-□□□□
- Select the kind of verification you need. You can verify *employment* or *employment plus income*.



***The Work Number*® Client Service Center**

- **1-800-996-7566** (Voice) *or*
- **1-800-424-0253** (TTY – Deaf)

Monday – Friday, 7:00 am – 8:00 pm (CST)