



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



**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.

**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](mailto: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®* can be used anytime, anywhere – available 24 hours a day, 7 days a week.

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### ◆ 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](http://www.theworknumber.com)
  - Option (b): **1-800-367-5690**

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#### **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](http://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](http://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](http://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](http://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)