



# EMPLOYMENT VERIFICATION

## City of Milwaukee Employees



**To verify employment and/or income**, current, former City Employees **and** verifiers **must** use **The Work Number®**. (If you encounter issues with obtaining this information please contact The Department of Employee Relations via email [DerCertification@milwaukee.gov](mailto:DerCertification@milwaukee.gov) or via phone 414-286-3751)

**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.

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

- Buying a home or car
- Leasing an apartment
- Applying for a loan
- Social Service Verifications

*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): <https://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): <https://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): <https://theworknumber.com/>
  - Option (b): **1-800-367-5690**

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## **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: <https://theworknumber.com/>

**Step 2:** Obtain an employment and income verification:

- The Work Number Access Options for **Social Service agencies**:
  - Option (a): <https://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*.

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

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