



Buying a home or a car?

Applying for a loan?

Leasing an apartment?



## You'll need proof of employment or income...

**The Work Number**<sup>®</sup> is an automated service that protects your personal information during the verification process. This secure service is used when you apply for a mortgage or loan, a job, lease an apartment or any other instance where proof of employment or income is needed.

## How it works...

### Need proof of employment or income?

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

- Your Social Security Number
- **Norfolk Public Schools** Employer Code: **14559**

The Work Number access options for verifiers: [www.theworknumber.com](http://www.theworknumber.com) or 1-800-367-5690

### Need to create a Salary Key?

A salary key is one form of employee authorization used 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: [www.theworknumber.com](http://www.theworknumber.com) or 1-800-367-2884
- Select "I'm an Employee"
- Select "Enter Site"
- Enter the Employer Code (**14559**) and select "Log In"
- Select "I want to provide proof of employment and income"
- Enter your User ID and select "Continue"
- Enter your PIN (Last 4 digits of ssn + four digit birth year) and select "Log in" Select "Create a Salary Key"
- Select "Create Another Salary Key"
- Write down the six-digit number \_\_\_\_\_

Provide the person requesting the salary key with the following information:

- Your Social Security Number
- **Norfolk Public Schools** Employer Code: **14559**
- Your salary key

The Work Number access options for verifiers: [www.theworknumber.com](http://www.theworknumber.com) or 1-800-367-5690

## Applying to a Social Service Agency?

*Provide this information to your case worker.*

### **Attention Case Worker**

If not registered:

[www.theworknumber.com](http://www.theworknumber.com) or 1-800-996-7566

*All agencies must register to use the service. Once you are registered, please follow the steps below to obtain the verifications you need.*

If registered:

- The Work Number access options for agencies: [www.theworknumber.com](http://www.theworknumber.com) or 1-800-660-3399
- Select “Enter Site” under Social Service Verifiers
- Select “Log In”
- Enter your Username and select “Continue”
- Enter your Password and select “Log in”
- Enter the following information when instructed:
  - Norfolk Public Schools Employer Code: **14559**
  - Applicant’s Social Security Number