Listing of Company Codes for the following agencies:

Administrative Conference of the United States .......... 14007
American Battle Monuments Commission .......... 11402
Barry Goldwater Scholarship Foundation .......... 10932
Christopher Columbus Fellowship Foundation .......... 10927
Commission for the Preservation of America’s Heritage Abroad .......... 11688
Committee on WMD ........................................ 13401
Committee for Purchase from People Who Are Blind... 10934
Delta Regional Authority .................................. 10970
District of Columbia – Court of Appeals ................. 10513
District of Columbia – Courts System .................. 10513
Dwight D Eisenhower Memorial Commission .......... 13400
Election Assistance Commission ......................... 11690
Export/Import Bank of the United States ............... 10512
Federal Financial Institution Examination Council .... 10931
Financial Crisis Inquiry Commission ................... 13804
General Services Administration ....................... 10536
Interagency Council on Homelessness ................. 11438
J.F.K Center for the Performing Arts ................. 10944
Japan-United States Friendship Commission .......... 10945
John C. Stennis Center for Public Service .......... 10936
Marine Mammal Commission ............................ 10937
Medicaid and CHIP Payment and Access Comm ...... 14095
Medicare Payment Advisory Commission .......... 10946
Morris K. Udall Scholarship Fund .................... 10930
National Archives and Records Administration .... 10940
National Commission on Fiscal Responsibility and Reform ........................................ 14006
National Council on Disability ......................... 10938
National Credit Union Administration .............. 10928
National Mediation Board ............................. 10939
Northern Border Regional Commission ............. 14064
Nuclear Waste Technical Review Board .......... 10511
Office of the Federal Coordinator for the Alaska Natural Gas Transportation Projects .......... 12973

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

- Access The Work Number via www.theworknumber.com or 1-800-367-2884
- Available Client Service Center at 1-800-996-7566 or 1-800-424-0253 (TTY Deaf)

Monday – Friday, 7 a.m. – 8 p.m. (CST)

Times Have Changed . . .
. . . So Have Your Options

GSA brings you...

www.theworknumber.com
1-800-367-2884

Keep Life Moving...

Buying a home or a new car?

Leasing an apartment?

Applying for a loan?

You’ll need proof of employment or income…
Why The Work Number?

The General Services Administration, National Payroll Branch, has contracted for an automated service - The Work Number® - that verifies your employment and income in a matter of minutes with a single phone call.

The Work Number® 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.

What Kinds of Information Does The Work Number Provide?

You can give a potential employer or lender access to two levels of information about you

1. Employment Verification
2. Employment Verification and Income Verification.

If Someone Wants to Verify My Employment, What Do I Do?

Ask if the following information is sufficient

- First name, middle initial, and last name spelled out,
- Your employment status,
- Most recent start or termination date,
- Total time with your agency,
- Job title

If this information is sufficient, simply enter your social security number in the attachment below and give to the verifier.

What if Someone Needs Additional Information About My Salary and Income?

In addition to the basic information, you can authorize the system to give a verifier information about your

- Total salary,
- Gross earnings year-to-date,
- Overtime,
- Bonuses, and
- Gross earnings for the prior 2 years

To receive employment and income verification, the verifier will need a 6-digit code called a “Salary Key”. You can have a maximum of 3 “Salary Keys” at one time. Each code can be used only once, by one verifier. Complete the entire attachment and give to the verifier.

Follow These Easy Steps:

For Proof of Employment only:

1) Enter Social Security Number (SSN) in box below
2) Tear off section below and give to verifier

For Proof of Employment and Income:

1) Go to the Work Number at either
   - www.theworknumber.com/employee, or
   - Call 1-800-367-2884
2) Enter the following information
   - Your Agency Employer Code
     (See reverse side of flyer)
   - Your Social Security Number
   - Your PIN (consists of 4 digits of your birth year + last 4 digits of your SSN)
3) Select to obtain a Salary Key and then write down the Salary Key given to you
4) Tear off section below & give to verifier.

To obtain proof of employment and/or income on an employee from GSA

For Employment Verification

1) Access The Work Number either via:
   - www.theworknumber.com/verifier or
   - Call 1-800-367-5690
2) Enter
   - Your Agency Employer Code:
   - The Employee’s Social Security Number _______ - _______ - _______

For Employment and Income Verification

3) Enter in the Salary Key provided to you by the employee _______