

# THE WORK NUMBER

## A new concept in employment and salary verification!

This new automated service is available to all Reclamation employees 7 days a week 24 hours a day. Security measures have been fully implemented to protect the data within the system.

### How it works...

When you apply for a loan or mortgage, if an official verification of your employment/salary is needed, you'll direct the verifier to THE WORK NUMBER. A 'verifier' is an organization seeking employment and/or earnings information about you. A verifier can be a bank, loan institution, background checking company, or even a prospective employer. You determine if, or how much information is provided to a verifier.

## Three types/levels of verification provided by THE WORK NUMBER

What kind of verification do I need?	What do I give to my verifier?
<b>Basic</b> <ul style="list-style-type: none"> <li>• Job Title</li> <li>• Total time with company</li> </ul>	<ul style="list-style-type: none"> <li>• Department of the Interior Company Code: 10737</li> <li>• Your Social Security Number</li> <li>• The Web address: <a href="http://www.theworknumber.com">http://www.theworknumber.com</a></li> <li>• The phone number: 1-800-367-5690 and/or 1-900-555-9675</li> <li>• The number of Customer Service: 1-800-996-7566</li> </ul>
<b>Basic Plus (Salary Key Required)</b> <ul style="list-style-type: none"> <li>• Includes Basic information, <i>Plus</i></li> <li>• Current pay rate</li> </ul>	<ul style="list-style-type: none"> <li>• Department of the Interior Company Code: 10737</li> <li>• Your Social Security Number</li> <li>• <b>A Salary Key</b></li> <li>• The Web address: <a href="http://www.theworknumber.com">http://www.theworknumber.com</a></li> <li>• The phone number: 1-800-367-5690 and/or 1-900-555-9675</li> <li>• The number of Customer Service: 1-800-996-7566</li> </ul>
<b>Full Verification (Salary Key Required)</b> <ul style="list-style-type: none"> <li>• Includes Basic Plus information, <i>Plus</i></li> <li>• Gross earnings for YTD and past two years</li> </ul>	<ul style="list-style-type: none"> <li>• Department of the Interior Company Code: 10737</li> <li>• Your Social Security Number</li> <li>• <b>A Salary Key</b></li> <li>• The Web address: <a href="http://www.theworknumber.com">http://www.theworknumber.com</a></li> <li>• The phone number: 1-800-367-5690 and/or 1-900-555-9675</li> <li>• The number of Customer Service: 1-800-996-7566</li> </ul>

### How to get a Salary Key

Go to <http://www.theworknumber.com> or dial 1-800-EMP-AUTH (1-800-367-2884).

When prompted, enter:

- Department of the Interior Company Code: 10737
- Social Security Number
- Pin Number ...Initial default Pin: Your Birth Year (4-digits) + Last 4-digits of Your SSN

**A six-digit number will be provided via the website, or voiced to you over the phone.  
This is a one-time-use salary key.**

An employee may have three Salary Keys outstanding. If unused, they will expire after six months.

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