

Buying a home or a car?
Applying for a loan?
Leasing an apartment?



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



For fast, secure, anytime-anywhere proof of employment or income via the Web or phone we bring you...The Work Number[®].

The Work Number service is used when you apply for a loan, need a reference check, lease an apartment or any other instance where proof of employment or income is needed. You benefit from having control of the process—by authorizing others access to your information.

How it works...

Need proof of employment?

Follow these easy steps:

- 1) Fill in your Social Security Number in Box 1 below.
- 2) Give the information in Box 1 to the person requesting your proof of employment.

Box 1 – Provide this information to the person requesting proof of your employment.

To obtain proof of **employment** on an employee from Dartmouth College:

- 1) Access The Work Number via the Web or telephone:
 - <http://www.theworknumber.com>
 - 1-800-367-5690
- 2) Enter:
 - Dartmouth College Employer Code: 13187
 - The Employee's Social Security Number: □□□-□□-□□□□

The Work Number Client Service Center:
1-800-996-7566 (Voice)
1-800-424-0253 (TTY – Deaf)
Monday – Friday, 7:00 a.m. – 8:00 p.m. (CST)

Note: You will need employee permission in the form of a Salary Key to verify income.

Need proof of employment plus income?

Follow these easy steps:

- 1) Fill in your Social Security Number in Box 2 below.
- 2) Access The Work Number either via the Web or telephone:
 - <http://www.theworknumber.com>
 - **1-800-367-2884**
- 3) Select the Employee option and Login. To Login, have the following information:
 - Dartmouth College Employer Code: 13187
 - Your Social Security Number: - -
 - Your PIN: _____ [*What's my PIN?](#)
- 3) Select the "Create a Salary Key" option and write down the Salary Key provided to you by The Work Number. (Enter your Salary Key below in Box 2, in Step 3.)
- 4) Provide the information in Box 2 to the person requesting proof of your employment plus income.

Box 2 – Provide this information to the person requesting proof of your employment plus income.

To obtain proof of **employment plus income** on an employee from Dartmouth College:

- 1) Access The Work Number via the Web or telephone:
 - <http://www.theworknumber.com>
 - 1-800-367-5690
- 2) Enter:
 - Dartmouth College Employer Code: 13187
 - The Employee's Social Security Number: - -
 - Enter the Salary Key provided to you by the employee:

The Work Number Client Service Center
1-800-996-7566 (Voice)
1-800-424-0253 (TTY – Deaf)
Monday – Friday, 7:00 a.m. – 8:00 p.m. (CST)

* "What's my PIN" is intended to be a link which clients may use to refer employees to a pop-up. The pop-up could either describe the PIN scheme or instruct employees to call a designated number for help if they have forgotten their PIN.

Applying to a Social Service Agency?

Follow these easy steps:

- 1) Fill in your Social Security Number in Box 3 below.
- 2) Supply the information in Box 3 to the case worker.

Box 3 – Instructions for Social Service Agencies

Case worker:

1) Register with The Work Number via the Web or telephone.

All agencies must register to use the service. It takes about 5 minutes to complete the application. If you are already registered and need additional help, please call The Work Number Client Service Center at 1-800-996-7566.

- <http://www.theworknumber.com>
- **1-800-996-7566**

2) Obtain an employment and income verification.

- The Work Number Access Options for Social Service Agencies:
 - a) <http://www.theworknumber.com>
 - b) **1-800-660-3399**
- Enter your registered fax number.
- Enter the following information when instructed:
 - a) **Dartmouth College Employer Code: 13187**
 - b) Employee's Social Security Number: - -

Select the kind of verification you need. You can verify **employment** or **employment plus income**.