



Refinancing your mortgage? Renting an apartment? Buying a car?

John Carroll University uses The Work Number® to provide automated employment and income verifications on our employees. The Work Number is a fast and secure way to provide proof of your employment or income—a necessary step in many of today’s life events involving credit, financing, or securing of benefits or services.

The below card can be cut out and kept in your wallet for quick reference. If asked by a lender or public assistance agency to provide proof of your employment or income, simply direct them to The Work Number:



Need Proof of Employment or Income?

Give the authorized verifier the following information:

- 1) The Work Number Access Methods
 - www.theworknumber.com
 - **1-800-367-5690**
(1-800-424-0253 for TTY if hearing impaired)
- 2) The **Company USA** Employer Code: **XXXXX**
- 3) Your Social Security Number



Cut out and fold

If Asked to Provide a Salary Key

If asked to provide a salary key as your consent to the release income:

- 1) Visit www.theworknumber.com/employees or call **1-800-367-2884** *(1-800-424-0253 for TTY if hearing impaired)*
 - Enter the **Company USA** Employer Code: **XXXXX**
 - Enter your Social Security Number
 - Enter your PIN # **(employer to provide PIN instructions)**
- 2) Follow the instructions to create a salary key
- 3) Provide the salary key to the person seeking your proof of income, and direct them to www.theworknumber.com to complete the verification process

