



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

**The Pennsylvania State System of Higher Education 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:



*Cut out and fold*

<p><b>Need Proof of Employment or Income?</b></p> <p>Give the authorized verifier the following information:</p> <ol style="list-style-type: none"><li>1) The Work Number Access Methods.<ul style="list-style-type: none"><li>• <a href="http://www.theworknumber.com">www.theworknumber.com</a></li><li>• <b>1.800.367.5690</b> (1.800.424.0253 for TTY if hearing impaired)</li></ul></li><li>2) The PASSHE Employer Code: 15972</li><li>3) Your Social Security Number</li></ol>	
<p><b>If Asked to Provide a Salary Key</b></p> <p>If asked to provide a salary key as your consent to the release income:</p> <ol style="list-style-type: none"><li>1) Visit <a href="http://www.theworknumber.com/employees">www.theworknumber.com/employees</a> or call <b>1.800.367.2884</b> (1.800.424.0253 for TTY if hearing impaired)<ul style="list-style-type: none"><li>• Enter the PASSHE Employer Code: 15972</li><li>• Enter your Social Security Number</li><li>• Enter your PIN # (Last four digits of your SSN plus your year of birth)</li></ul></li><li>2) Follow the instructions to create a salary key.</li><li>3) Provide the salary key to the person seeking your proof of income, and direct them to <a href="http://www.theworknumber.com">www.theworknumber.com</a> to complete the verification process.</li></ol>	