



*Buying a Home? Renting an Apartment? Leasing a Car? Establishing Credit? Applying for a Loan? Purchasing a Car? This process has now been made easier for you...\*\**

**SOI now uses The Work Number® to provide automated employment and income verifications on our employees. Please provide the following information to any employee requesting employment verification.**

**The Work Number** is an automated service that provides over 65 million employees 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.

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

**How to use The Work Number:**

**For Proof of Employment**

**Step 1)** Give the person needing proof of your employment, the verifier, the following information:

- Your Social Security Number: □ □ □ - □ □ - □ □ □ □
- **SOI Employer Code: 11500**
- The Work Number Access Options:
  - Option a) [theworknumber.com](http://theworknumber.com)
  - Option b) **1-800-367-5690**

**For Proof of Employment plus Income**

**Step 1)** Employee Obtain a Salary Key

- The Work Number Access Options for Employees:
  - Option a) [theworknumber.com](http://theworknumber.com)
  - Option b) **1-800-367-2884**

**Step 2)** Select to Obtain a Salary Key and write down in the boxes provided below

**Step 3)** Enter the following information:

- **SOI Employer Code: 11500**
- Your Social Security Number: □ □ □ - □ □ - □ □ □ □
- Your PIN (**Last 4 SSN, Birthday mm/yy,**)

**Step 4)** Give the person needing proof of your employment plus income, the verifier, the following information:

- Your Social Security Number: □ □ □ - □ □ - □ □ □ □
- **SOI Employer Code: 11500**
- Your Salary Key (from Step 3): □ □ □ □ □ □
- The Work Number Access Options for Verifiers:
  - Option a) [theworknumber.com](http://theworknumber.com)
  - Option b) **1-800-367-5690**

**Special Instructions for Social Service Agencies**

**Registered Users**

- Get verifications at [www.theworknumber.com/socialservices](http://www.theworknumber.com/socialservices) or **1-800-660-3399**.
- Enter your registered fax number, if applicable, or other identifying codes.
- Your verification will be faxed directly to this pre-registered fax number.

**New Users**

Please call 1-800-996-7566 to register to use The Work Number. Registration is a one-time process and takes approximately 48 hours.

**The Work Number Client Service Center**

Monday Friday; 7:00am – 8:00pm (CST) • **1-800-996-7566** • **1-800-424-0253** (TTY – Deaf)