

How To Use The Work Number®

Need proof of *employment*?

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

- Your Social Security Number: - -
- **Windstream's Employer Code: 12769**
- The Work Number Access Options:
Option a) www.theworknumber.com/verifiers
Option b) **1-800-367-5690**

Need proof of *employment plus income*?

Step 1) Obtain a Salary Key by visiting www.theworknumber.com/employees or calling **1-800-367-2884**.

Step 2) Enter the following information when instructed:

- **Windstream's Employer Code: 12769**
- Your Social Security Number: - -
- Your PIN: **Last four of your SSN**

Step 3) Select to obtain a Salary Key and write down in the boxes provided below

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

- Your Social Security Number: - -
- **Windstream's Employer Code: 12769**
- Your Salary Key (from Step 3):
- The Work Number Access Options for Verifiers:
Option a) www.theworknumber.com/verifiers
Option b) **1-800-367-5690**

Applying to a *Social Service Agency*?

Employee

Step 1) Provide a copy of this page to your case worker.

CaseWorker

Step 1) Register with The Work Number

All agencies must registration to use the service. The process is one-time and will only take about 5 minutes to complete the application.

Option a) www.theworknumber.com/socialservices

Option b) **1-800-996-7566**

Step 2) Obtain an employment and income verification

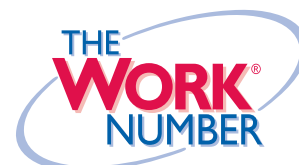
- The Work Number Access Options for Social Service Agencies:
Option a) www.theworknumber.com/socialservices
Option b) **1-800-660-3399**
- Enter your registered fax number
- Enter the following information when instructed:
 - **Windstream's Employer Code: 12769**
 - Employee's Social Security Number: - -
- Select to obtain an employment and income verification *(The verification will be faxed to your registered fax number.)*

The Work Number Client Service Center

Monday – Friday; 7:00am – 8:00pm (CST)

1-800-996-7566

1-800-424-0253 (TTY – Deaf)



www.theworknumber.com