

You're in Good Company

County of Riverside is one of over **2,100 employers** offering secure, fast employment and income verifications via The Work Number.



Why The Work Number?

The Work Number® is an automated service that provides instant employment and income verification. This fast, secure service is used when applying for a mortgage, loan, reference check, leasing an apartment or any other instance where proof of employment or income is needed.

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

- Access The Work Number via www.theworknumber.com or 1-800-367-2884
- Client Service Center:
1-800-996-7566 (Voice) or
1-800-424-0253 (TTY – Deaf)
Monday-Friday, 7AM - 8PM (CST)

**Times Have Changed . . .
So Have Your Options.**



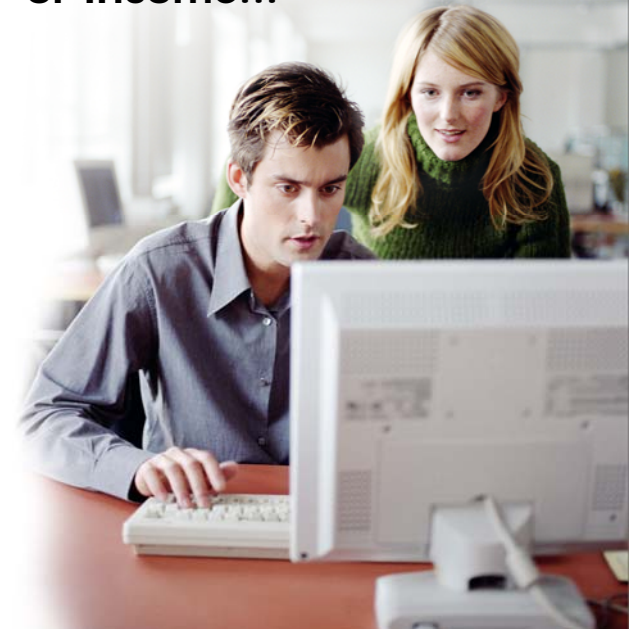
County of Riverside
P.O. Box 1569
Riverside, CA 92502
(951) 955-3500

**County of Riverside
brings you...**



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

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



Need Proof of Employment?

Give the person needing proof of your employment the following information:

- Your Social Security Number: --
- **County of Riverside** Employer Code: **12421**
- The Work Number Access Options:
 - Option a) www.theworknumber.com
 - Option b) **1-800-367-5690**

This information allows TALX to provide:

- Name
- Most recent hire date
- Termination date
- Job title

The Work Number is the **No. 1** Employment Verification Service



Need to create a Salary Key?

Step 1: A Salary Key is one form of employee authorization to release income. If a verifier is requesting a Salary Key from you, please take the following steps.

- The Work Number Access Options for Employees:
 - Option a) www.theworknumber.com
 - Option b) **1-800-367-2884**

Step 2: Enter the Employer Code: **12421**

Step 3: Select "I want to provide proof of employment and income."

Step 4: You will need to enter the following information to obtain a Salary Key:

- Your Social Security Number: --
- Your PIN: **(Last 4-digits of SSN + 4-digit Birth Year for initial login only)**

Step 5: Select "Prove Your Employment with a Salary Key."

Step 6: Select "Create a Salary Key" and prepare to write down the six-digit number.

Step 7: Provide the person requesting the Salary Key with all of the following information:

- Your Social Security Number: --
- **County of Riverside** Employer Code: **12421**
- Your Salary Key (from Step 6)
- The Work Number Access Options for Verifiers:
 - Option a) www.theworknumber.com
 - Option b) **1-800-367-5690**

This information allows TALX to provide:

- Rate of pay
- Gross earnings for the last 3 years, including base pay, overtime and bonuses.

The Work Number Client Service Center
1-800-996-7566
1-800-424-0253 (TTY – Deaf)
Monday – Friday; 7:00AM – 8:00PM (CST)

Applying to a Social Service Agency?

Provide this information to your case worker.

Effective September 1, 2011, states and government public agencies may contact The Work Number to receive automated access for Social Service verifications.

Social Service programs (i.e. Housing programs, Aid to families with dependent children (AFDC), Medicaid, etc.) will need to take the following steps:

Step 1: Register with The Work Number:

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

- Option a) www.theworknumber.com
- 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
 - Option b) **1-800-660-3399**
- Enter your registered fax number
- Enter the following information when instructed:
 - a) **County of Riverside** Employer Code: **12421**
 - b) Employee's Social Security Number:
- Select the kind of verification they need. They can verify employment, employment plus income, health insurance and reported hours worked per pay period.



Visit www.theworknumber.com for more information.