
Becoming a Member Verifier

Verifiers are classified in two ways, as Member or Non-Member verifiers. Non-member verifiers dial **1-900-555-WORK** to access The Work Number. There is a fee charged to the verifier per minute.

Member Verifiers access The Work Number through an alternate **1-800** toll-free number and are charged a reduced flat rate per transaction. Currently, there are over 1000 Member Verifiers across North America.

It is easy for any organization to become a Member Verifier. If you would like to become a member or have any questions about the system, call The Work Number Customer Service Team at:

1-800-9-WORKNO (1-800-996-7566)

Where do I go for questions?

If you have any questions, or need additional instructions on how to use The Work Number, please dial Customer Service at:

1-800-9-WORKNO (1-800-996-7566)

The Work Number Customer Service Team is available Monday - Friday, 9 a.m. to 8 p.m. Eastern Standard Time.



The Work Number For Everyone®

provides immediate
employment verification
information through a
full-service Interactive
Voice Response System.

It is provided by TALX
Corporation.

**This service is available 7 days
per week
7 a.m. to 12 midnight
Eastern Standard Time.**

For a free demonstration of the
system, visit the web site at
www.theworknumber.com.



Introduces

The
Work
Number
For
Everyone®

**THE
WORK
NUMBER®**
1-900-555-WORK

Verifier Information

Announcing:

A national employment verification service available 7 days a week!

The Work Number For Everyone® is an automated service which will provide you with a fast and accurate employment verification. When employees serviced by the National Guard Bureau (NGB) apply for leases and major loans, The Work Number will provide you with their salary and employment information.

The system provides three levels of verification.

How Will Verifiers Benefit?

Verifiers will benefit in many ways:

- **Competitive Advantage** (Faster loan approval)
- **Timeliness** (Information accessed immediately)
- **Avoid Fraud** (Accurate information)
- **Quality Control** (Audit trail provided)
- **Simplified** (One number nationwide)

Obtaining an Authorization Code

For basic employment reference checks an Authorization Code is not necessary, only the employee's "Company" Code and Social Security Number (SSN).

To obtain salary information (BASIC PLUS or FULL Verifications), **the employee must provide you with a six digit Authorization Code.** You will use this along with the "Company" Code and SSN.

Using the System

Dial 1 (900) 555-WORK

(Member Verifiers dial an alternate 1-800 number. See the back page for instructions on how to become a Member Verifier and for charges related to use of these two phone numbers.)

When the system prompts you, enter:

- a. The NGB "Company" Code: **10365**
- b. The employee's SSN

If salary verification is required:

- c. An **Authorization Code** (provided by the employee).

The system will voice the employment and salary history back to you and offer an option to receive the same information via fax. Simply enter your fax number at the prompt.

Important Note To Verifiers: *The system will provide a Reference Number for each verification. Record this number for future audits of the same employee verification.*

Three Levels of Verification Provided

BASIC

Usually required for job reference checks.

- Social Security Number
- Name (Spelled)
- Most recent start or termination date
- Total time with the Federal government
- Job title

No Authorization Code is required.

BASIC PLUS

Usually required for apartment rentals and small, short term loans.

- All BASIC information plus...
- Total rate of pay
- Pay frequency

An Authorization Code is necessary for these two verifications.

FULL

Usually required for major loans and mortgages.

- All BASIC PLUS information and...
- Gross Earnings for YTD and the past 2 years (including base pay, overtime, and awards)