



New Employee Benefit!

*Buying a home? Renting an apartment? Leasing or purchasing a car? Applying for a loan?
Requesting government benefits?*

CoWorx Staffing Services now uses The Work Number[®] to provide automated employment and income verifications for our employees.

The Work Number is an automated service that offers you the ability to quickly and accurately provide proof of your employment or income. You benefit from having control of the process since you authorize access to your information. The Work Number provides verification services to over 80 million employees. It is widely known to mortgage lenders, banks, apartment complexes and others who may need proof of your employment or income.

The Work Number is 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
 - CoWorx Staffing Services employer code: 10751
 - The Work Number access options for verifiers:
Option a) **www.theworknumber.com**
Option b) **1-800-367-5690**

- OR -

For Proof of Employment AND Income:

Start by creating a Salary Key, a 6-digit number that allows one-time access to your salary information.

How to create a Salary Key:

- Step 1) Access The Work Number either via the Web or telephone:
Option a) **www.theworknumber.com**
Option b) **1-800-367-2884**
- Step 2) Select the Employee option and Login. To Login, have the following information:
- CoWorx Staffing Services employer code: 10751
 - Your social security number:
 - Your PIN (current or last known ZIP code on file)
- Step 3) Select the "Create a Salary Key" option and write down the 6-digit number provided
- Step 4) Give the verifier the following information:
- The Work Number access options for verifiers:
Option a) **www.theworknumber.com**
Option b) **1-800-367-5690**
 - Your social security number
 - CoWorx Staffing Services employer code: 10751
 - Your Salary Key (from Step 3)

* Public Service Agencies please visit "Social Services" via the Web at www.theworknumber.com or call 1-800-660-3399.

For questions regarding The Work Number please call:

The Work Number Client Service Center

Monday – Friday; 7:00 a.m. – 8:00 p.m. (CST)

1-800-996-7566

1-800-424-0253 (TTY – Deaf)