# **Important Employment Verification Information for Verifiers**

The Texas Department of Criminal Justice uses The Work Number® to provide automated employment and income verifications on our employees. Now you have three options to get the information you need instantly.

How To Use The Work Number <sup>ò</sup>		
Choose the type of verification you need	2 Collect the information needed for that verification	Obtain the verification from The Work Number by using one of the options below
Proof of Employment	TDCJ Employer Code: 10716     Employee's ID Number  TDCJ DOES NOT USE THE EMPLOYEE'S SSN WITH THIS SERVICE	Using Credit Card or Membership  www.theworknumber.com/verifiers  1-800-367-5690
Proof of Employment <i>plus</i> Income	TDCJ Employer Code: 10716 Employee's ID Number Salary Key provided by the Employee TDCJ DOES NOT USE THE EMPLOYEE'S SSN WITH THIS SERVICE	Using Credit Card or Membership  www.theworknumber.com/verifiers  1-800-367-5690
Social Services Verification  Please note: This type of verification is only available to qualifying Government Agencies.	TDCJ Employer Code: 10716 Employee's ID Number  TDCJ DOES NOT USE THE EMPLOYEE'S SSN WITH THIS SERVICE	Registered Users  • www.theworknumber.com/socialservices or 1-800-660-3399  Non-Registered Users  Please call 1-800-996-7566 to register to use The Work Number. Registration is a one-time process and takes approximately 5 minutes to complete the application.

## **Frequently Asked Questions**

#### Q: How does the employee obtain a Salary Key?

A: The employee may get a Salary Key by visiting The Work Number at www.theworknumber.com/employee or by calling 1-800-367-2884.

#### Q: What is the benefit of The Work Number Membership?

A: Member Verifiers receive discounted rates, invoicing options, and many other great benefits. For more information on becoming a Member, call 1-800-996-7566.

### Q: I have a question, who should I call?

A: Please call The Work Number Client Service Center at 1-800-996-7566 (Voice) or 1-800-424-0253 (TTY-Deaf).

