IMPORTANT EMPLOYMENT VERIFICATION INFORMATION

We have just received your request for employment verification for a University of Georgia employee. The University of Georgia is using The Work Number® effective 3/1/09 to provide automated employment and income verification on our employees. You have a couple of options to get the information you need instantly.

Option 1: www.theworknumber.com
Use a credit card to get instant Web verifications.

Option 2: 1-800-367-5690
Use a credit card or become a member to get a voiced or faxed verification in minutes.

To obtain proof of employment only
1) Contact The Work Number by using one of the above options.
2) Follow the prompted instructions.
3) You will need the following information:
   • University of Georgia Employer Code: 13265
   • Employee’s Social Security Number provided by the employee.

To obtain proof of employment plus income
1) Use the instructions above for obtaining proof of employment.
2) You will need the additional information:
   • A Salary Key/Authorization Code provided by the employee.
     ▪ Employees may get a Salary Key by visiting www.theworknumber.com/employees or by calling 1-800-367-2884.

For additional questions or more information regarding the benefits of membership, please call:

The Work Number Client Service Center
Monday – Friday; 7:00 a.m. – 8:00 p.m. (CT)
1-800-996-7566
1-800-424-0253 (TTY – Deaf)