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](http://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](http://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)