

EMPLOYMENT VERIFICATION FOR CURRENT AND RETIRED CITY OF OMAHA EMPLOYEES

Buying a home or a car?
Applying for a loan?
Leasing an apartment?
Applying to a Social Service Agency?



You'll need proof of employment or income...

For fast, secure, anytime-anywhere proof of employment or income via the Web or phone we bring you...The Work Number®.

The Work Number service is used when you apply for a loan, need a reference check, lease an apartment or any other instance where proof of employment or income is needed. You benefit from having control of the process – by authorizing others access to your information. It is also available 24/7.



How it works...

Need proof of employment only?

Follow these easy steps:

- 1) Fill in your Social Security Number in Box 1 below.
- 2) Give the information in Box 1 to the person/company requesting your proof of employment.

Box 1 – Provide this information to the person/company requesting proof of your employment.

To obtain proof of **employment** on an employee from the City of Omaha:

1) Access The Work Number via the Web or telephone:

- <http://www.theworknumber.com>
- 1-800-367-5690

2) Enter:

- City of Omaha or Employer Code: **11584**
- The Employee's User ID (Social Security Number, no dashes): _____

The Work Number Client Service Center:

1-800-996-7566 (Voice)

1-800-424-0253 (TTY – Deaf)

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

Need proof of employment plus income?

Follow these easy steps:

- 1) Fill in your Social Security Number in Box 2 below.
- 2) Access The Work Number either via the Web or telephone:
 - www.theworknumber.com
 - **1-800-367-2884**
- 3) Select the Employee option and Login. To Login, have the following information:
 - City of Omaha or Employer Code: **11584**
 - Your Social Security Number (no dashes): _____
 - Your PIN: _____ (Your initial PIN is your birth date in YYYYMMDD format)**Note:** You are required to change your PIN during your first login
- 3) Select the "Create a Salary Key" option and write down the Salary Key provided to you by The Work Number. (Enter your Salary Key below in Box 2, in Step 3.) (A Salary Key is a six digit electronic signature that is good for a one time use by a verifier. It is one form of employee authorization given to release income information.)
- 4) Provide the information in Box 2 to the person requesting proof of your employment plus income.

Box 2 – Provide this information to the person requesting proof of your employment plus income.

To obtain proof of **employment plus income** on an employee from City of Omaha:

- 1) Access The Work Number via the Web or telephone:
 - <http://www.theworknumber.com>
 - 1-800-367-5690
- 2) Enter:
 - City of Omaha or Employer Code: 11584
 - The Employee's User ID (Social Security Number, no dashes): _____
 - Enter the Salary Key provided to you by the employee:

The Work Number Client Service Center

1-800-996-7566 (Voice)

1-800-424-0253 (TTY – Deaf)

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

Applying to a Social Service Agency?

Follow these easy steps:

- 1) Fill in your Social Security Number in Box 3 below.
- 2) Supply the information in Box 3 to the case worker.

Box 3 – Instructions for Social Service Agencies

Case worker:

- 1) Register with The Work Number via the Web or telephone.

All agencies must register to use the service. It takes about 48 hours to complete. If you are already registered and need additional help, please call The Work Number Client Service Center at 1-800-996-7566.

- www.theworknumber.com
- **1-800-996-7566**

- 2) Obtain an employment and income verification.

- The Work Number Access Options for Social Service Agencies:

a) www.theworknumber.com

b) **1-800-660-3399**

- Enter your registered fax number.

- Enter the following information when instructed:

a) **City of Omaha or Employer Code: 11584**

b) Employee's User ID (Social Security Number, no dashes): _____

Select the kind of verification you need. You can verify **employment** or **employment plus income**.