



INSTRUCTIONS FOR EMPLOYMENT VERIFICATIONS



For Proof of Employment:

Give the person needing proof of your employment the following information:

- Your Social Security Number (no dashes)
- Monroe Staffing Services Employer Code:
17410
- The Work Number Access Options for Verifiers:
 - a) www.theworknumber.com
 - b) **1-800-367-5690**

For Proof of Employment Plus Income

Step 1:

Access The Work Number to create a "Salary Key" that grants one-time access to your income data:

- The Work number Access options for Employees:
 - a) www.theworknumber.com
 - b) 1-800-367-2884

Step 2:

Select the Employee option and Login. To Login, have the following information:

- Monroe Staffing Services employer code:
17410
- Your Social Security Number (no dashes)
- Your PIN: DOB in the form of mmdd

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:
 - a) www.theworknumber.com
 - b) **1-800-367-5690**
- Your social security number (no dashes)
- Monroe Staffing Services employer code:
17410
- Your Salary Key (from step 3)

For Social Service Agencies:

Case Workers should take the following steps:

Step 1:

Register with The Work Number:

All agencies must register to use the service. It takes about 5 minutes to complete the application. If you are already registered and need help, please call the client service center at 1-800-660-3399.

- a) www.theworknumber.com
- b) **1-800-660-3399**

Step 2:

Obtain an employment and income verification:

- The Work Number access options for Social Service Agencies:
 - www.theworknumber.com
 - **1-800-660-3399**
 - Enter your registered fax number
 - Enter the following information when instructed:
 - a) Monroe Staffing Services employer code:
17410
 - b) Employee's Social Security Number
- Select the kind of verification you need. You can verify employment or employment plus income.

Need help?

The Work Number Client Service Center is available Monday – Friday; 7am – 8pm (CT) at **800.367.2884**.
For TTY–hearing impaired call 800.424.0253.